

SMYRNA SCHOOL DISTRICT

POLICY

Section:	4000 Personnel	Office Responsible:	Human Resources
Policy:	4131 Teacher of the Year		
Related Policies:	N/A	Administrative Procedure:	N/A

I. Purpose

Provide consistent procedures to select a Teacher of the Year.

II. Authority

Delaware Code, Title 14 § 8902

Delaware Code, Administrative Code 235

III. Definitions

None

IV. Policy Statement

Nomination Guidelines

- a. Nominations for Teacher of the Year will be accepted by community members and other educational professionals through a public portal on the Smyrna School District website.
- b. All employees who accept the nomination must participate in the district level competition.
- c. All nominations from the public portal will be listed on the first ballot.

Selection Criteria

To be considered for Teacher of the Year, a person shall:

- a. Have taught, continuously or intermittently, for an accumulative period of three years or more in the Smyrna School District prior to the date of such person's nomination.
- b. Have been formally nominated.
- c. Be actively teaching in the Smyrna School District at the time of their nomination.

SMYRNA SCHOOL DISTRICT

POLICY

- d. Continue to actively teach in the Smyrna School District for the duration of the school year of their nomination. If the nominee chooses to leave the Smyrna School District during the selection period the Smyrna School District shall submit another nominee.

Eligibility Criteria/Guidelines

- a. Nominees must meet all requirements for a Standard Certificate for the position held and hold a valid and current license, as approved by the Professional Standards Board, Department of Education and State Board of Education. Nominees must be considered an expert in their field, guiding students of all backgrounds and abilities to achieve excellence; must collaborate with colleagues, students, and families to create a school culture of respect and success; must deliberately connect the classroom and key stakeholders to foster a strong community-at-large; must demonstrate leadership and innovation in and out of the classroom; must express themselves in an engaging and articulate manner.
- b. Teachers who have received recognition as a Delaware State Teacher of the Year are not eligible for nomination.
- c. Those who have been recognized as a District Teacher of the Year in the previous three years are not eligible for nomination.

Teacher of the Year Documentation

- a. Sources of documentation used for determining if nominees meet the criteria (e.g. years of experience, educational certificates, etc.) must be verified by the district.
- b. School Districts must retain special awards files for 10 years before being destroyed. The Teacher of the Year records will be retained according to this schedule.

Building-Level Selection

- a. Nominations shall be submitted to the building principal by the committee chairperson no later than March 1.
- b. All nominations shall be present on the first ballot unless a nominated Teacher declines the nomination.
- c. Multiple ballots may be necessary to achieve a selected candidate. All school staff are eligible voters.

SMYRNA SCHOOL DISTRICT

POLICY

- d. From the nominations received, a building Teacher of later than the **third Monday of March**. The selection procedure for the building Teacher of the Year will be the responsibility of the professional staff of the building.
- e. The building administrator will submit the name of the building Teacher of the Year to the committee chairperson, along with a class schedule for the teacher which outlines specific times when observations would not be possible.

District-Level Selection

- a. Building Teachers of the Year will complete and submit the District Teacher of the Year, electronic application, the template for which will be provided to them, and no more than three (3) letters of support to the committee via the committee chairperson. Letters of support may be submitted from but not limited to other teachers, administrators, board members, parents, students and the community. The selection of the District Teacher of the Year is to be completed by a broad-based committee.
- b. The District committee shall consist of the following:

3 Teachers	Three most recent District Teachers of the Year
1 Student	President/Designee from Educators Rising
1 Parent	
1 Principal	
1 Board Member	
Superintendent/Designee*	

* The Superintendent or designee will identify an alternative committee member should one of the committee members listed above leave the district.

- c. The district level committee will observe all the building teachers of the year. Teacher of the Year committee members will use the Guidelines for Observing Nominees for Teacher of Year form, to assist in their observation. Following each observation, each team member will score the teacher using the rubric. The highest score possible on the rubric is 48 points. Observations will be completed by **April 30**.

SMYRNA SCHOOL DISTRICT

POLICY

- d. Prior to conducting observations, each member of the selection committee will review the individual electronic applications and letters of support to appropriately score each candidates written application.
- e. Based on overall rating, the District Teacher of the Year will be selected. The final selection process shall be completed no later than the **first Friday of May**.

*Italics indicate Delaware Regulation Administrative Code Title 14 wording

Board Approval Acknowledged by:



Jonathan Snow, *President*
Smyrna School District Board of Education

Policy Actions

Adopted: 3/20/1991
Revised: 8/21/1991
3/19/2003
2/9/2005
6/20/2007
4/15/2015
2/16/2017
4/21/2021
11/15/2023
9/10/2025