Routing: Site Administrators, Teachers, and SDEA Site Representatives	**SITE OPERATIONS BULLETIN** **School Year 2023-2024**	**BULLETIN NUMBER: 13** **DATE:** October 30, 2023 **DUE DATE:** **January 9, 2024 by 5 p.m.**

Title: SITE TEACHER OF THE YEAR NOMINATIONS

Issuing Department: Human Resources Services Division

Reference: National Day of the Teacher (May 7, 2024)

Summary:

1. Print and distribute a copy of the circular and attachment to the school's SDEA representative (or principal designee, if there is no school site SDEA representative)
2. Identify **one** teacher, selected by teachers (Preschool, CDC, PreK-12, Resource Teachers) to represent the site at the district's May 7, 2023, Day of the Teacher celebration.
3. Submit via online form. Site Teacher of the Year nominee is due by **5 p.m. on Tuesday, January 9, 2024.**
4. Encourage the Site Teacher of the Year to apply for District Teacher of the Year, if eligible. Applications will be made available to all site nominees starting Jan. 10, 2024. Please review eligibility requirements on page 2.

Brief Explanation:

On May 7, 2024, San Diego Unified School District will recognize National Teacher Day. The district's Day of the Teacher celebration is traditionally held as a special off-site Board of Education meeting to allow honorees, guests and district leadership to celebrate in a festive environment. During the celebration, school Site Teachers of the Year will be honored and the District Teacher of the Year awardees will be announced.

Quality teachers provide the foundation for student learning and achievement, supporting the district's mission that all students will graduate with the skills, motivation, curiosity and resilience to succeed and be active participants in society. Effective teaching in every classroom is central to creating Quality Schools in Every Neighborhood and are committed to making San Diego a better place. The district's definition of a quality teacher aligns with the five core propositions the National Board for Professional Teaching Standards uses to measure teaching excellence.

When selecting your site nominee, ask yourself "Which site teacher best embodies these principles?"

- Teachers are committed to students and their learning.
- Teachers know the subjects they teach and how to teach those subjects to students.
- Teachers are responsible for managing and monitoring student learning.

- Teachers think systematically about their practice and learn from experience.
- Teachers are members of learning communities.

Each site SDEA representative (or principal designee) should hold nominations and conduct a secret ballot to select the school's Site Teacher of the Year. **Submitting nominations and voting are limited to teachers at the site.** Nominees should be fully credentialed classroom teachers whose primary responsibility is teaching students. **Only one nomination can be submitted per school site.** Previous site Teachers of the Year and District Teacher of the Year Runner-ups can be nominated and selected again, however, former or current district Teacher of the Year awardees are not eligible. Teachers with fewer than six (6) years at San Diego Unified and nine (9) in the profession may be nominated as Site Teachers of the Year, but are not eligible for District Teacher of the Year honors (see below for more details). As of 2018, Resource/Education Specialists, preschool and CDC teachers ARE eligible for both honors.

Once the selection is made, the Site Teacher of Year's information should be submitted via online form to the Human Resources Department by **5 p.m. on Tuesday, January 9, 2024**.

Site nominees are strongly encouraged to apply for the District Teacher of the Year award **if they meet the criteria listed below** (Applying is optional). **Application packets for District Teacher of the Year will be available to all site nominees starting Wednesday, January 10, 2024** and **due by 5 p.m. on Tuesday, Feb. 6, 2024.**

Qualifications for District Teacher of the Year (comparable to county/state application):

1. Fully credentialed teacher with at least six (6) years classroom experience in San Diego Unified and nine (9) total years of teaching (you may be in your sixth and ninth years), who 1) teaches grades PreK-12, CDC, Resource or Preschool; or 2) teaches adults, providing instruction in the same curriculum as those who teach in elementary/secondary grades; or 3) instructs with some administrative responsibilities but for whom teaching students is the primary responsibility.
2. Teacher must be a representative of a school site, not a department. A teacher can be assigned to a department but must be nominated by the school site in which they teach. (Department submissions will not be accepted).
3. Teacher who plans to continue in an active teaching status.
4. Teacher who is willing to apply for S.D. County Teacher of the Year if selected district winner or runner-up. Teachers shall be available to fulfill ambassadorial duties during the year of service and serve on the Teacher of the Year selection committee for two years.
   *****Note: Only one nomination per school site(school ID) will be accepted*****

Submit Site Teacher of the Year nominations via the Google form at https://cutt.ly/zwWa0hxG by 5 p.m. on **Tuesday, January 9, 2023**. If you need additional information or have questions regarding the site or district Teacher of the Year process, contact Isabella McNeil at imcneil@sandi.net or Melissa Hudson at mhamilton@sandi.net or visit the website https://cutt.ly/Teacheroftheyear.

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