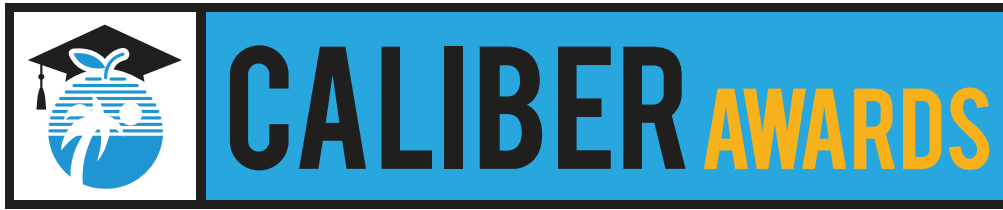


**Broward County Public Schools  
Guidelines for Nominating the District's  
Teacher, Principal, Assistant Principal and  
School-Related Employee of the Year**



Annually, Broward County Public Schools (BCPS) recognizes and honors the contributions of outstanding teachers, school administrators and education support personnel. This document serves as the instructional manual for the Caliber Awards program to identify the BCPS teacher, principal, assistant principal and school-related employee of the year. The winner in each category is announced at the Caliber Awards ceremony.

## GENERAL INFORMATION

The Caliber Awards program honors individuals who represent excellence in service to BCPS. Schools and departments participate in a comprehensive selection process to identify their teacher and school-related employee of the year. BCPS stakeholders may submit nominations to select the principal and assistant principal of the year nominees. At the launch of the annual program, the timeline and application packets for each category are available on the Caliber Awards website at [browardschools.com/caliber-awards](http://browardschools.com/caliber-awards). The nomination process to select each school's teacher and school-related employee of the year is facilitated by the Faculty Council.

The nomination process to select each school's teacher and school-related employee of the year is facilitated by the Faculty Council. All nominees participate in a multi-stage process to select the finalists in each category. The finalists are evaluated by the District Screening Committee to determine the winners.

## FACULTY COUNCIL

The nomination and voting activities for the teacher and school-related employee of the year are conducted by the Faculty Council and administration at each school. For the faculty council composition, see Appendix I, Article 17-C of the Collective Bargaining Agreement.

## DISTRICT SCREENING COMMITTEE

The District Screening Committee evaluates the finalists by rating their application packets and conducting interviews. The Committee includes business and community representatives, BCPS employees, District advisory group leaders, a representative from the Broward Teachers Union, a student leader and the Caliber Awards winners from the previous year.

For more information about the Caliber Awards nomination process, contact Dr. Carolyn Stewart, District Community Relations Coordinator in the Office of Communications at 754-321-2300 or [carolyn.stewart@browardschools.com](mailto:carolyn.stewart@browardschools.com).

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# Teacher of the Year (TOY)

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The Broward County Public Schools (BCPS) Teacher of the Year program occurs over a four-month, multi-stage process. All District schools select a candidate in consideration for the BCPS Teacher of the Year.

The schools nominate their respective teachers of the year and submit the information to the District's Office of School Performance and Accountability. Next, the application packets are scored and the top candidate from each of BCPS 15 cadre divisions, is submitted for screening by a cohort of their peers. The cohort includes five (5) previous teacher of the year winners. The five candidates with the highest scores are identified as the District's finalists.

During the final stage, the District Screening Committee reviews the finalists' application packets, conducts interviews and scores both. In addition, the committee reviews and scores the finalists' classroom instruction video presentations. The teacher with the highest combined application, interview and video presentation scores is selected as Broward's Teacher of the Year.

The selection criteria follows the Florida Department of Education's (FLDOE) Teacher of the Year program. For FLDOE guidelines, visit [fldoe.org/teaching/recognition](http://fldoe.org/teaching/recognition).

BCPS Teacher of the Year is announced at the annual Caliber Awards ceremony. This event also honors and recognizes all teachers nominated by their schools as Teacher of the Year.

## ELIGIBILITY FOR TEACHER OF THE YEAR

1. Any full-time teacher or instructional support personnel whose major responsibility (51%) is the teaching and learning of students within a school setting.
2. The following full-time educators are eligible for nomination:
  - Adult Education Teachers
  - Classroom Teachers (Grades Pre-K Through 12)
  - ESE Specialists
  - ESE Support Facilitators
  - Family Counselor
  - Media Specialists
  - Occupational Specialists
  - Resource Teachers (Curriculum Coaches)
  - School Counselors
  - School Social Workers
  - Speech Language Pathologists
  - Studio Teacher
3. A minimum of three full years of acceptable teaching in Broward County Public Schools, prior to the nomination is required.



## Teacher of the Year (TOY) continued

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4. Must possess a valid Florida teaching certificate.
5. Nominations should be made without regard to race, age, sex, disability, religion, national origin, political or philosophical affiliations or activities.
6. Teachers may not nominate themselves.

### SELECTION CRITERIA FOR TOY NOMINEES

Each nominee is selected based on the following criteria:

- Demonstrates a superior ability to foster excellence in education; contributes to the continuous improvement of student learning and the school environment; and maintains a record of superior teaching performance as evidenced by student learning gains, annual performance assessment and recognition of work.
- Utilizes original or innovative instructional materials, methods, curriculum or tools, such as interdisciplinary instruction, project-based learning, research-based programs or technology, to facilitate instruction.
- Engages actively in targeted, collaborative and sustained professional development and demonstrates leadership in educational activities at the school, District, or state and national level, such as active membership in an advisory council, task force or professional organization, or through involvement as a grade level or department chair.
- Demonstrates a commitment to creating a climate of caring and respect inside and outside of the classroom with students, families and other stakeholders conducive to effective teaching and learning and engages parents/families in the learning process to enhance student achievement.

## Principal Checklist for Teacher of the Year (TOY)

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**Directions:** This form must be completed by the Principal and returned with the nominee's completed packet of required documents.

(The checklist is used by your Cadre Director in the selection process)

- List the last three years of evaluation scores using the scale: Highly Effective (HE) Effective (E) Needs Improvement (NI) Unsatisfactory (U)  
Year one: \_\_\_\_\_ Year two: \_\_\_\_\_ Year three: \_\_\_\_\_
- What impact has your nominee had with closing the achievement gap?  
(max. 150 words)
- List additional assignments/roles your nominee holds in the school.
- What is the relationship your nominee has with students, staff, parents, & community?  
(max. 150 words)
- Give example(s) of how TOY nominee collaborates with others. (max. 150 words)
- In your own words, what makes your TOY a good nominee? (max. 200 words)

## School-Related Employee of the Year

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The Broward County Public Schools (BCPS) School-Related Employee of the Year (SREOY) program occurs over a four-month, multi-stage process. The SREOY category consists of non-instructional school-based employees and non-instructional department-based employees within divisions.

Schools and divisions nominate their respective non-instructional employees. Schools submit their nominees to the Office of School Performance and Accountability. Divisions submit their nominees to District Community Relations. Next, the application packets are scored and the top candidate from each of BCPS 15 cadres and 10 divisions, is submitted for screening by a cohort of their peers.

The cohort includes six (6) previous school-related employee winners/finalists, three (3) school-based and three (3) department-based. The five candidates with the highest scores are identified as the District's finalists. During the final stage, the District Screening Committee reviews the finalists' application packets, conducts interviews and scores both. The school-related employee with the highest combined application and interview scores is selected as Broward's School-Related Employee of the Year.

The selection criteria follows the Florida Department of Education's (FLDOE) school-related employee of the Year program. For FLDOE guidelines, visit [fldoe.org/teaching/recognition](https://fldoe.org/teaching/recognition).

BCPS School-Related Employee of the Year is announced at the annual Caliber Awards ceremony. This event also honors and recognizes all school-related employees nominated by their schools as School-related employee of the Year.

### ELIGIBILITY FOR SCHOOL-RELATED EMPLOYEE OF THE YEAR

1. Full or part-time employee in one of the following educational support positions:
  - Armed Safe School Officer
  - Bookkeepers
  - Building Maintenance Workers
  - Bus Drivers
  - Custodians
  - Food Service Staff
  - Library Aides/ Media Clerks
  - Mechanics
  - Nurses
  - Paraprofessionals
  - Secretaries, Clerks and Office Managers
  - Security Personnel
  - Teacher Aides
  - Warehouse Workers
2. Minimum of five years in current support position.

## School-Related Employee of the Year (SREOY) continued

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3. Must participate in continuing education or training courses.
4. Nominations should be made without regard to race, age, sex, disability, religion, national origin, political or philosophical affiliations or activities.

### SCHOOL/DEPARTMENT SELECTION CRITERIA FOR SREOY NOMINEES

Each nominee will be chosen based on the following criteria:

- Extends himself/herself beyond basic required duties by displaying initiative and creativity.
- Contributes to the students, school and District served in the following manner:
  - Enhances student learning and achievement through literacy-based activities.
  - Creates positive relationships with parents, students, co-workers and community members.
  - Cultivates safer, healthier and more attractive schools.
- Demonstrates exceptional skill and dedication in the performance of their job.
- Earns respect and admiration of colleagues and the community.
- Displays exemplary leadership abilities through active participation in the school, District or community by making decisions and delegating effectively and diplomatically.
- Utilizes available training to consistently improve and develop skills.
- Demonstrates exemplary interpersonal skills in communicating with students, families and community members, as well as collaboration with other professionals.

## Principal Checklist for School-Related Employee of the Year (SREOY)

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**Directions:** This form must be completed by the Principal and returned with the nominee's completed packet of required documents.

(The checklist is used by your Cadre Director in the selection process)

- List the last five years of evaluation scores using the scale Excels (E), Satisfactory (S), Needs Improvement (NI), Unsatisfactory (U)

Year one: \_\_\_\_ Year two: \_\_\_\_ Year three: \_\_\_\_ Year four: \_\_\_\_ Year five: \_\_\_\_

- What training and certifications has the nominee successfully complete? Please provide dates.

- What additional assignments or roles does the nominee hold?

- What is the relationship your nominee has with students, staff, parents, & community? (max. 150 words)

- Give example(s) of how SREOY collaborates with others

- In your own words, what makes your TOY a good nominee? (max. 200 words)



## School-Based Selection Procedures for TOY and SREOY

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- 1. Nominee Selection:** Based on eligibility criteria, the faculty council shall submit the names of one to three candidates for TOY and SREOY to the faculty. In addition to the name(s), a 250-word written rationale for each nominee shall be submitted. The written rationale shall be distributed three (3) days prior to the announced election date. At a separate meeting for the election, additional nominations for the TOY and SREOY may be accepted from the floor with a written rationale.
- 2. Voting Preparation:** The principal/designee and the BTU Steward will collaborate to ensure written rationales are distributed three days before voting, complete ballot forms and inform faculty of election day (staff must be informed three days in advance). Please allow time for the possibility of a tie, to host a revote.
- 3. Election Day:** At the election meeting, the TOY and SREOY for the school or center shall be chosen by secret ballot election in which all Collective Bargaining Unions (CBU – teachers, education support professionals, technical support professionals, facilities, security, clerical, & pool substitutes), and administrators are eligible to vote. ABSENTEE BALLOTS WILL NOT BE ACCEPTED.
- 4. Voting:** The faculty council chairperson shall appoint two tellers (cannot be members of the faculty council or a TOY nominee) to count the ballots. The TOY and SREOY will be the teacher/school-related employee receiving two-thirds majority votes. If no nominee receives the majority of votes, take the two nominees who received the highest number of votes and vote again. The teacher/school-related employee receiving the relative majority (teacher/school-related employee with the most vote) of votes will be the teacher/school-related employee of the year. The results are to be announced immediately. After the principal's review, the results are to be announced immediately.
- 5. Standardization:** For the sake of uniformity throughout the county, no additional rules will be included at the school site. The selection of the TOY and SREOY at each school must be finalized in collaboration with the principal.

**NOTE: Microsoft Forms may be used for a virtual voting process and also allows for anonymity, if needed.**



## Standard Incentives for School-Based Teacher of the Year (TOY) and School-Related Employee of the Year (SREOY)

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All schools are encouraged to include in their budgets incentives for recognizing their TOY and SREOY winners. The TOY and SREOY will receive the following incentives after all votes have been counted and your school winners are announced.

- Plaque honoring the school winners
- Parking spot close to the entrance
- Names on marquee
- Flowers at the Caliber Awards
- Lunch with the principal
- Recognized on school website
- Picture posted in the lobby of front office
- Included in the school newsletter

Please note, schools are welcome to provide additional incentives to this list.

# Principal (POY) and Assistant Principal of the Year (APOY)

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The Principal of the Year award was established to recognize exemplary principals for their contributions to their schools and communities. The program honors principals that have spearheaded initiatives to increase student performance, promote safe learning environments and establish partnerships with parents and community members.

The Assistant Principal of the Year award was established to recognize exemplary assistant principals for their contributions to their schools and communities. The program honors assistant principals that have utilized teamwork and leadership skills to increase student performance, promote safe learning environments, and establish partnerships with parents and community members.

The Broward County Public Schools (BCPS) Principal (POY) and Assistant Principal (APOY) of the Year is selected over a three-month, multi-stage process.

First, nominations are submitted from schools, staff, students, parents or community members for the assistant principal of the year. Next, the nominees are invited to complete application packets. The application packets are scored by a cohort of their peers. The cohort includes five (5) previous principal/assistant principal of the year winners. The three (3) candidates with the highest scores are identified as the District's finalists.

During the final stage, the District Screening Committee reviews the finalists' application packets, conducts interviews and scores both. The principal/assistant principal with the highest combined application and interview scores is selected as Broward's Principal/Assistant Principal of the Year.

## SELECTION CRITERIA FOR POY/APOY NOMINEES

Each candidate must meet the following eligibility requirements:

- Must be a principal/assistant principal for a minimum of three years.
- Located at his/her school for the entire school year for which they are being nominated.
- Evaluated as "highly effective" or "effectively" on performance ratings as a principal/assistant principal.
- In good standing in the school system.



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