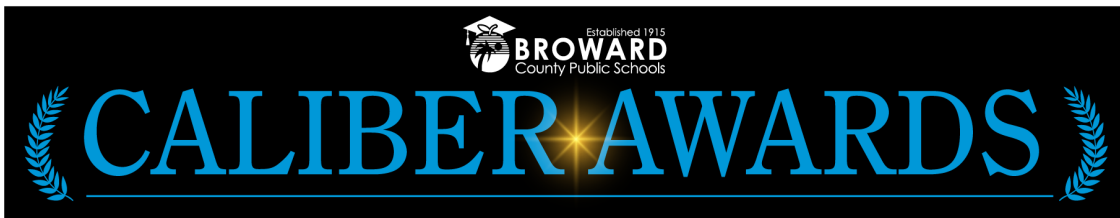


**Broward County Public Schools  
Guidelines for Nominating the District's  
Teacher, Principal, Assistant Principal and  
School-Related Employee of the Year**



*Revised: August 2021*



The Caliber Awards is an annual program which recognizes and celebrates Broward County Public Schools (BCPS) outstanding teachers, school administrators and education support personnel. This document serves as the instructional manual to identify the BCPS teacher, principal, assistant principal and school-related employee of the year.

## GENERAL INFORMATION

The Caliber Awards program honors employees who are nominated for their excellence in service to BCPS. Schools and departments participate in a comprehensive nomination and selection process to identify their teachers and school-related employees of the year. For the principal and assistant principal of the year selection process, BCPS stakeholders may submit nominations. All nominees participate in a multi-stage process leading to the recognition of the finalists in each category, and the winners are announced at the Caliber Awards ceremony. At the beginning of the school year, the program timeline, nomination process information, and application packets are available on the Caliber Awards website at [browardschools.com/caliber-awards](http://browardschools.com/caliber-awards).

## FACULTY COUNCIL

At the school level, the Faculty Council facilitates the selection process to identify the teacher and school-related employee of the year. This process includes nomination and voting activities. 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 using the selection procedures (see page 8-9), 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. These 15 individuals are identified as semi-finalists. 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 (FDOE) Teacher of the Year program. For FDOE 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 each school's 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 Counselors
  - Media Specialists
  - Occupational Specialists
  - Resource Teachers (Curriculum Coaches)
  - School Counselors
  - School Social Workers
  - Speech Language Pathologists
  - Studio Teachers
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 Professional 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 nominate their respective employees of the year using the selection procedures (see page 8-9), and submit the information to the District's Office of School Performance and Accountability (OSPA). Divisions submit their nominees to District Community Relations. Next, the application packets are scored and the top 15 candidates from the OSPA, along with the nominees submitted from the 10 divisions, are identified as semi-finalists. 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 (FDOE) school-related employee of the Year program. For FDOE 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 each school and division's 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 education support positions:
  - Armed Safe School Officers
  - 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.
3. Must participate in continuing education or training courses.

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

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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 completed? 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 SREOY a good nominee? (max. 200 words)



# Selection Procedures for TOY and SREOY

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## FOR SCHOOLS

### 1. **Nominee Selection:**

- a) Each school opens the process by accepting nominations to select two to four nominees\* for TOY and SREOY respectively. The Faculty Council receives the names of the nominees and ensures that each meets the eligibility criteria listed in the application.
- b) The Faculty Council requests a 100 to 250-word written rationale from the candidates who accept the nomination.
- c) The rationales must be included in the election process when the two to four nominees are presented to the faculty/staff for voting.

*\*If more than four nominations are received, a preliminary voting process using Microsoft Forms is recommended to reduce the number of nominees to a maximum of four individuals for the final ballot. This virtual process is also recommended for the final voting activities as it allows for anonymity. See page 12, Appendix II, Virtual Selection Procedures for Caliber Awards Nominations.*

2. **Voting Preparation:** The principal/designee and the BTU Steward will collaborate to ensure that the nominee names (with written rationales) are distributed three days before voting; create ballot forms; and, inform faculty/staff of the election day.  
NOTE: 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 shall be chosen by secret ballot election in which all Collective bargaining units (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/SREOY nominee) to count the ballots. The school's TOY and SREOY will be the teacher and school-related employee receiving majority votes. If there is a tie in the votes, take the two nominees who received the highest number of votes and vote again to determine the TOY or SREOY. The Faculty Council chairperson shares the results with the principal and the results are to be announced immediately.
5. **Standardization:** To maintain uniformity throughout the District, no additional rules will be included at the school site. The selection of the TOY and SREOY at each school must be finalized and communicated to the principal.

# School-Based Selection Procedures for TOY and SREOY

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## FOR DIVISIONS

It is recommended that divisions also use a selection process to determine their respective nominees. Chiefs/Designees may request nominations from their departments and use Microsoft Forms for a virtual voting process (page 12, Appendix II,) to select their division's SREOY.

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

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
- Decorate classroom/office space

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 POY and APOY. 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, from each category, 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 "effective" on performance ratings as a principal/assistant principal.
- In good standing in the school system.

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 **The School Board of Broward County, Florida** Lori Alhadeff • Patricia Good • Debra Hixon • Donna P. Korn • Sarah Leonardi  
Laurie Rich Levinson • Ann Murray • Dr. Rosalind Osgood • Nora Rupert • Robert W. Runcie, Superintendent of Schools

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## Appendix I

### Article 17 - Faculty Councils

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- A. **Establishment:** A Council composed of bargaining unit members shall be established in each school. Bargaining unit members who are assigned to a work location other than a school may also form a council provided that at least three (3) members are assigned to the location. The Council may request and shall be granted a meeting with the affected principal at any time during the school year on a mutually agreeable date and time.
- B. **Purpose:** The purpose of the Council is to offer input from the faculty to the principal concerning any matters pertaining to the operation of the educational program of the school. However, pending grievances may not be discussed. Recommendations of the Council shall be given full consideration by the principal.

**School Budget:** In order to provide appropriate input, the BTU steward shall be provided a complete copy of his/her school's budget. Recommendations of the Council shall be given full consideration by the principal.

- C. **Composition of the Faculty Council shall be as follows:** In addition to the designated BTU steward, one-half (1/2) of the Council shall be composed of members of the bargaining unit designated by the union and one-half (1/2) of the Council shall be composed of members of the faculty elected by the faculty. Faculty Councils shall be established within thirty (30) days of the effective date of this contract. The number of members shall be as follows:
1. Elem. Schools, Exceptional & Alternative Educ. Ctrs. = 5
  2. Middle Schools = 7
  3. High Schools and Technical Colleges = 11

The composition of the Council may differ from the one listed above by mutual agreement between the principal and a majority of bargaining unit members at each school. Schools that choose a different method for selection and composition of the Council shall report their method to the District Department for Employee & Labor Relations, who shall in turn notify the BTU.

- D. **Length of Office:** The term of office for members of the Council shall be for one (1) school year.
- E. **Meetings:** Faculty Councils are authorized to meet as often as necessary for the purpose of considering recommendations to be presented to the principal. Upon notification by the BTU designated steward that an election is necessary, the principal shall, in a timely manner call a faculty meeting for this purpose. The Council shall elect a chairperson.

## Appendix II

# Virtual Selection Procedures for Caliber Awards Nominations

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Guided by the Selection Procedures on Page 8, below are suggested steps for the Faculty Council to utilize in the nomination process for the Teacher and School-Related Employee of the Year.

1. Send an email or Microsoft Forms link inviting faculty/staff to submit nominations to the Faculty Council. For Microsoft Forms example, [click here](#).
2. Review nominations and select two – four nominees.
3. Review nominee selection with principal.
4. Request 100 to 250-word rationale from nominator(s) of the selected nominees.
5. Send email announcement to faculty/staff with the names and rationales for each nominee three (3) days before voting opens.
6. Create ballot using Microsoft Forms and click on the feature: “Only people in my organization can respond” AND check “One response per person.” *Note: For anonymity, do not check “Record name”*
7. Send ballot (Microsoft Forms link) to all faculty/staff.
8. Tabulate the votes following the written procedures on page 8 of the Guidelines.
9. Provide the results to the principal for immediate announcement.