MEMORANDUM

January 11, 2016

TO: Administrators, Teachers & School Community Members

FROM: Jennifer Sachs, Executive Director, Instructional Support

RE: Nomination for Teacher of the Year 2016-2017

As a member of our district staff, or as a student, parent or community member, you are cordially invited to nominate a teacher for Contra Costa County Teacher of the Year. Once nominated, teachers will be invited to complete a brief questionnaire which will be evaluated by a panel of district representatives and community members. This panel will then recommend a smaller number of candidates who will be asked to submit a video of their teaching and to participate in an interview. Two teachers will be selected to be the Mt. Diablo USD Teachers of the Year and will proceed on to the County competition. All nominees will be honored at the March 21, 2016 MDUSD Board of Education meeting.

Mt. Diablo can nominate two teachers to compete with other county teachers for the honor of being Contra Costa’s selection to go forward to the state competition. Candidates must have a minimum of 8 years of teaching experience to move forward to the County Office of Education competition.

Timeline for Teacher of the Year

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nomination forms due</td>
<td>January 20, 2016</td>
</tr>
<tr>
<td>Selection of 2 MDUSD Nominees</td>
<td>February 26, 2016</td>
</tr>
<tr>
<td>County Teacher of the Year applications</td>
<td>March 18, 2016</td>
</tr>
<tr>
<td>MDUSD Board Recognition of All Nominees</td>
<td>March 21, 2016</td>
</tr>
<tr>
<td>Contra Costa County Teacher of the Year Dinner</td>
<td>September 22, 2016</td>
</tr>
</tbody>
</table>
Mt. Diablo Unified School District

Teacher of the Year

The 2016-2017 California Teacher of the Year Program is now open and seeks nomination of pre-kindergarten through grade 12 teachers, including adult education teachers if they are providing instruction in the same curriculum as those who teach in elementary or secondary grades. Teachers who have some administrative responsibilities are also eligible; however, teaching must be their primary responsibility.

The California Teacher of the Year Program actively encourages applicants that fully represent the diverse ethnic and cultural composition of our state’s teaching force, as well as of its varied geographical settings. Teachers are eligible to go on to county, state, and national competition. The program seeks teachers with exemplary personal growth, commitment, personal attitude, and professional skills.

The California Teacher of the Year Program celebrates and pays special tribute to the tireless efforts of our state’s outstanding teachers. In doing so, the program brings well-deserved recognition to the whole teaching profession.

The state program’s goals are to:

- identify and honor outstanding teachers throughout California within a structure of local, regional, and statewide recognition activities;
- select, for special commendation and responsibility, teachers who will effectively represent California teachers during the year, speaking for, energizing, and symbolizing the positive contributions of the teaching profession statewide;
- focus attention on the positive accomplishments of students and teachers throughout California; and
- emphasize maintaining and improving student achievement.

Within this context, the Mt. Diablo Unified School District is seeking nominations of outstanding educators from pre-kindergarten through grade 12 and adult education to be Teacher of the Year. Two teachers will be selected as the Teacher of the Year and will be eligible to represent the district in the County Teacher of the Year competition.

As a member of our district staff, or as a student, parent or community member, you are cordially invited to nominate a teacher for this award. Once nominated, teachers will be invited to complete a brief questionnaire. The responses will be evaluated by a panel of district representatives and community members, who will then recommend a smaller number of candidates for submission of a video of their teaching and an interview. Two teachers will be selected to be the Mt. Diablo USD Teachers of the Year and will proceed on to the Contra Costa County Office of Education Teacher of the Year Competition. All nominees will be honored at the March 21, 2016 MDUSD Board of Education meeting.

**The deadline to submit a Teacher of the Year Nomination Form is January 20, 2016.**

All forms must be submitted by mail or email to:

Jennifer Sachs, Executive Director  
Mt. Diablo Unified School District  
1936 Carlotta Drive Concord, CA 94519  
sachsj@mdusd.org
**Selection Process:** A nomination is submitted on behalf of the teacher. Candidates are then asked to respond to a brief questionnaire that speaks to their passion for teaching, their ability to differentiate instruction to meet students’ needs, ways in which they provide equitable learning experiences for all the students in their class, specific strategies they utilize that directly affect student achievement, and how they connect with and support their school community. These responses are screened by the Teacher of the Year Committee. Selected candidates are then asked to submit a 10 minute video of them teaching and to participate in an interview with the selection committee.

Two teachers are then chosen to represent the District in the County Teacher of the Year selection process.

The deadline to submit a Teacher of the Year Nomination Form is **January 20, 2016.**

All forms must be submitted by mail or by email to:
Jennifer Sachs, Executive Director
Mt. Diablo Unified School District
1936 Carlotta Drive Concord, CA 94519
sachsj@mdusd.org

**Nominated Teacher (Please Print):**

**School** ________________  **Grade/Subject** __________

**Reason for Nomination (If additional space is needed, please include no more than one additional page):**

**Submitted by (Please Print)**  **Signature**  **Date**