

Belize Board of Teacher Education



2013-2014 Outstanding Teachers and School Leaders of the Year Award Program



Do you know a teacher or school leader who is dedicated, inspiring, and making a difference?

The Belize Board of Teacher Education and the Ministry of Education, Youth and Sports, in collaboration with the Association of General Managers of Primary Schools, the Association of Principals of Secondary Schools, the Association of Tertiary Level Institutions of Belize, the National Committee for Technical and Vocational Education Training, and the Belize National Teachers' Union wish to recognize outstanding teachers and school leaders at the various levels of the school system to honor and demonstrate appreciation for their commitment and excellence in education.

NOMINATE an Outstanding Teacher and/or an Outstanding School Leader for the 2013 – 2014 Teacher and School Leader of the Year Award!

To nominate either a TEACHER or SCHOOL LEADER for the 2013-2014 Teacher OR School Leader of the Year Award, simply request that the Nominee completes and signs the attached Data Sheet and Nominee Consent Form [page 4] and submit it along with the completed Nomination Form [pages 5 and 6 (TEACHER) OR pages 7 and 8 (SCHOOL LEADER)] and two completed Character Reference Forms [pages 9 AND 10] to the District Education Manager at your local District Education Center on or before Friday, December 13, 2013 at 4 p.m.

NOTE: Nominations received thereafter will NOT be considered.

Criteria and Procedures for Selecting the 2013 - 2014 Outstanding Teachers & School Leaders of the Year

What are the Nomination Procedures and the Format for Nomination?

Recognizing Outstanding Teachers and School Leaders of the Year in Belize is especially significant because it engages all members of the school community in acknowledging commitment and excellence in education. Initially, a teacher and/or school leader may be recommended for nomination by **ANY** person within the school or community but the completed formal nomination should involve a collaborative decision making process indicating the support of all those groups concerned with the quality of education within the school.

Who can nominate a Teacher or a School Leader for the 2013-2014 Award?

A MAIN NOMINATOR complimented/reinforced by two endorsers.

Main Nominations for a teacher and/or school leader for the 2013-2014 Award **must** come from within the school where the teacher/school leader works, i.e., a student, auxiliary staff, another teacher or another school leader. **An individual may nominate only ONE teacher and/or ONE school leader in a particular area or category for the Award. Teachers and school leaders may not nominate themselves.**

Any nominee has to be further endorsed by both:

- First Endorser: Parent/Guardian, Church Leader, Community Leader, Member of School's PTA or Member of Business Community.
- Second Endorser: Local Manager/General Manager, Board of Management

Who is Eligible for the Outstanding Teacher and School Leader of the Year Award?

- ❖ Any full-time Pre-primary, Primary, Secondary, Tertiary, Special Education and Technical/Vocational Teacher is eligible for nomination for the 2013-2014 Outstanding Teacher of the Year Award.

A Teacher nominee must be an active teacher during the 2013-2014 academic year and have a minimum of **five (5) years** of classroom experience in the area for which s/he is being nominated. *Other school personnel such as principals, counselors, librarians, bursars or secretaries are **NOT** eligible for this Award (unless they are full-time teachers).*

- ❖ Any full-time School Leader (*i.e. head teacher, principal, vice-principal, dean, assistant dean, department chair or school manager*) from the following two categories is eligible for nomination for the 2013-2014 Outstanding School Leader of the Year Award.
 - **Category 1** – Pre-primary & Primary (*pre-schools, primary schools and special education centers*)
 - **Category 2** – Secondary & Post-secondary (*secondary and technical/vocational schools, junior colleges and universities*)

A School leader nominee must be an active School Leader during the 2013-2014 academic year and have served a minimum of **five (5) years** in leadership, administration and/or management in the category for which s/he is being nominated. *Other school personnel such as teachers, counselors, librarians, bursars or secretaries are **NOT** eligible for this award (unless they are serving in a full-time leadership, administrative and/or management capacity).*

The Nomination Packet should include the following:

1. A Data Sheet about the nominee and the signed Nominee Consent Form [page 3] endorsing the nomination and consenting to publicity; (*to be completed by the nominee*)
2. A completed Nomination Form [page 4 (for a Teacher nominee) **OR** page 5 (for a School Leader nominee)]; (*to be done by the primary nominator*)
3. Two (2) completed Character Reference Forms [pages 6 **AND** 7]; (*one (1) from an individual within the school, i.e. the principal, another teacher or school leader, a student or the school manager and one (1) from a member of the local school community, i.e. a parent, a sponsor, a community leader, etc.*)

What are the Criteria for Selecting the 2013-2014 Teacher & School Leader of the Year?

The 2013-2014 Outstanding Teacher & School Leader of the Year Award Program will recognize one *pre-primary, primary, secondary, tertiary, special education and technical/ vocational* teacher and one Category I (*Pre-primary and Primary*) and one Category II (*Secondary and Post-secondary*) School Leader.

A national selection committee will review the nominations for each area and category from each district and select the award recipients. Nominees must be:

A Teacher who...	A School Leader who...
<ul style="list-style-type: none">• <i>Is an active teacher during the 2013-2014 academic year and has at least five (5) years teaching experience in the area for which s/he is being nominated;</i>• <i>Demonstrates a thorough knowledge of content/subject matter and the ability to share it effectively (being dynamic and creative) with students;</i>• <i>Understands the individual needs of students, encourages their talents and helps to build their confidence and self esteem;</i>• <i>Possesses the ability to motivate and inspire learning in students of all backgrounds, abilities and competencies;</i>• <i>Has participated in and/or demonstrated leadership in professional development activities and where possible, has fostered cooperative relationships with colleagues;</i>• <i>Has made positive contributions to the community (may include membership in any community organization, among other things);</i>• <i>Has the respect and admiration of students, parents, teachers, the school administration and other members of the local school community.</i>	<ul style="list-style-type: none">• <i>Is an active school leader during the 2013-2014 academic year and has at least five (5) years experience in leadership, administration and/or management in the category for which s/he is being nominated;</i>• <i>Is knowledgeable about curriculum and instructional practices and maintains high expectations for student improvement;</i>• <i>Is knowledgeable about evaluation practices and uses school-based data to assess results, refine goals and develop plans for school improvement;</i>• <i>Fosters strong interpersonal relationships and supports on-going, relevant and appropriate professional learning opportunities for colleagues;</i>• <i>Demonstrates effective communication skills and establishes collaborative partnerships to ensure parental and community support in school affairs;</i>• <i>Nurtures safe, healthy and welcoming learning environments for students and colleagues;</i>• <i>Has the respect and admiration of students, teachers, parents and other members of the school community.</i>

What is the Timeline for the Selection Process?

1. Nomination packets for the Outstanding Teacher and School Leader of the Year Award program may be collected from the District Education Centers beginning **Monday, October 7, 2013**.
2. Nomination packets are due at the respective District Education Centers no later than **Friday, December 13, 2013 at 4 p.m.** *Nominations received thereafter will NOT be considered.*
3. From **Monday, January 13, 2014 – Friday, February 14, 2014** the District Screening Committee (*comprised of the relevant members from the respective Regional Councils*) will evaluate the nomination packets and select ONE Teacher finalist for each area (*pre-primary, primary, secondary, tertiary, special education and technical/ vocational*) and ONE School Leader finalist for each category (*Category I: pre-primary & primary; Category II: secondary & post-secondary*) from the pool of nominations received. **This selection MUST be substantiated with a visit to the potential finalists during this period.**
4. The District Screening Committee will submit the names of the **six (6) Teacher finalists** (*one from each area*) and the names of the **two (2) School Leader finalists** (*one from each category*), complete with the entire nomination packets to the National Selection Committee via the office of the Teacher Education and Development Services during the period **Monday, February 17 – Friday, February 28, 2014**.
5. From **Monday, March 3, 2014 – Friday, April 11, 2014**, the National Selection Committee (*comprised of representatives from MoE, BAPSS, ATLIB, NCTVET, BNTU and the Assoc. of GMs*) will review the finalists' nomination packets and will select an Outstanding Teacher of the Year for each area of the school system and an Outstanding School Leader of the Year for each identified category. **During this period, the National Selection Committee will also coordinate an on-site visit to each Outstanding Teacher and School Leader of the Year.** As part of this visit, interviews will be conducted with colleagues, administrators, parents, students, etc.

How will the Outstanding Teachers & School Leaders of the Year be Recognized?

Nominees who are selected as outstanding Teachers or School Leaders from each district (the finalists for each area or category) will be awarded with a Certificate of Recognition at an Award Ceremony to be held on **Thursday, May 15, 2014**.

At this same Awards Ceremony, the Outstanding Teacher & School Leader of Year for each area or category of the school system will receive a plaque and a \$1000.00 cash award¹ for recognition of their commitment and excellence in education.

The 2013-2014 Outstanding Teachers & School Leaders of the Year will also be asked to participate in various educational activities throughout the 2014-2015 academic year, including but not limited to, making guest appearances on media shows, facilitating professional development opportunities for teachers, and conducting interviews with other education personnel.

¹ *Noted in the Handbook of Policies and Procedures for School Services for Chap. 1 Sec. 2 of 103 (91-1b).*

Outstanding Teacher/School Leader of the Year Nominee Data Sheet & Consent Form

Section I: Information about the Nominee

1. Name: _____
Last name First name Middle Initial

2. Age: () 21 – 30 yrs () 31 – 40 yrs 3. Sex: () Male
() 41 – 50 yrs () 51 + yrs () Female

4. School currently working: _____

5. Area/School level of the school system currently working (*insert a check mark (√), where applicable*):
Teacher Nominee () Pre-Primary () Primary () Secondary
() Tertiary () Special Education () Technical/Vocational

School Leader Nominee

() Category 1 – Pre-primary & Primary (*pre-schools, primary schools and special education centers*)
() Category 2 – Secondary & Post-secondary (*secondary and technical/vocational schools, junior colleges, and universities*)

6. Number of years teaching or administrating in the area/category indicated above: _____

7. Teaching OR Leadership, Administrative and/or Management Experience (*begin with the most recent*):

School/Institution	Employer/Management	Dates	
		From	To

8. Academic/Professional Qualifications (*begin with the most recent*):

Certificate/Diploma/Degree	Awarding Institution	Year Awarded

9. Contact Details:
Mailing Address: _____

Email address: _____
Telephone #: _____ (school)
_____ (cell)

10. Photo Identification:



Section II: Nominee Statement of Consent

I, the undersigned, do hereby certify to the best of my knowledge that all the information contained in this form is true and correct. My signature is an endorsement of my written consent that I am a willing nominee for the 2013-2014 Outstanding Teacher/School Leader of the Year Award (*delete whichever does not apply*).

Signature of Nominee Date

2013 – 2014 Outstanding TEACHER of the YEAR Nomination Form

Section I: Information about the Nominator

1. Nominator’s Name: _____
Last name First name Middle Initial
2. Contact Information: _____
Telephone # Email Address
3. Relationship to Nominee: () Student () Colleague () Principal () Other

Section II: Information about the TEACHER Nominee

4. For each of the criterion listed below, rate the nominee by circling the appropriate number:

Circle the Most Appropriate Rating	WRITE <u>ONE</u> Example ONLY to Support Your Rating
<p>• <i>Demonstrates a thorough knowledge of content/ subject matter and the ability to share it effectively (being dynamic and creative) with students;</i></p> <p>1 2 3 4 5 Weak Average Strong</p>	
<p>• <i>Understands the individual needs of students, encourages their talents and helps to build their confidence and self esteem;</i></p> <p>1 2 3 4 5 Weak Average Strong</p>	
<p>• <i>Possesses the ability to motivate and inspire learning in students of all backgrounds, abilities and competencies;</i></p> <p>1 2 3 4 5 Weak Average Strong</p>	
<p>• <i>Has participated in and/or demonstrated leadership in professional development activities and where possible, has fostered cooperative relationships with colleagues;</i></p> <p>1 2 3 4 5 Weak Average Strong</p>	
<p>• <i>Has made positive contributions to the community (may include membership in any community organization, among other things);</i></p> <p>1 2 3 4 5 Weak Average Strong</p>	
<p>• <i>Has the respect and admiration of students, parents, teachers, school administration and other members of the local school community;</i></p> <p>1 2 3 4 5 Weak Average Strong</p>	

5. In the space provided below, briefly cite **two (2) additional reasons** why you feel the *teacher* you are nominating should be the 2013-2014 Teacher of the Year for the area of school system indicated. Include an example or evidence to support each reason cited. (ATTACH ADDITIONAL PAPER IF NECESSARY.)

Signature of Nominator

Date

(PTO for Endorsement)

Section II: Endorsers' Statement of Consent

We, the undersigned, do hereby certify to the best of our knowledge that all the information contained in this Nomination Form is true and correct. Our signatures are an endorsement of our written consent.

First Endorser:

Name: _____

Signature of First Endorser

(Parent/Guardian, Church Leader, Community Leader, Member of School's PTA or Member of Business Community)

Date

Second Endorser:

Name: _____

Signature of Second Endorser

(Local Manager/General Manager, Board of Management)

Date

2013 - 2014 Outstanding SCHOOL LEADER of the YEAR Nomination Form

Section I: Information about the Nominator

1. Nominator’s Name: _____
Last name First name Middle Initial
2. Contact Information: _____
Telephone # Email Address
3. Relationship to Nominee: () Student () Colleague () Principal () Other

Section II: Information about the SCHOOL LEADER Nominee

4. For each of the criterion listed below, rate the nominee by circling the appropriate number:

Circle the Most Appropriate Rating	WRITE <u>ONE</u> Example ONLY to Support Your Rating
<div>• <i>Is knowledgeable about curriculum and instructional practices and maintains high expectations for student improvement;</i></div> <div>12345</div> <div>WeakAverageStrong</div>	
<div>• <i>Is knowledgeable about evaluation practices and uses school-based data to assess results, refine goals and develop school improvement plans;</i></div> <div>12345</div> <div>WeakAverageStrong</div>	
<div>• <i>Fosters strong interpersonal relationships and supports on-going, relevant and appropriate professional learning opportunities for colleagues;</i></div> <div>12345</div> <div>WeakAverageStrong</div>	
<div>• <i>Demonstrates effective communication skills and establishes collaborative partnerships to ensure parental and community support in school affairs;</i></div> <div>12345</div> <div>WeakAverageStrong</div>	
<div>• <i>Nurtures safe, healthy and welcoming learning environments for students and colleagues;</i></div> <div>12345</div> <div>WeakAverageStrong</div>	
<div>• <i>Has the respect and admiration of students, teachers, parents and other members of the local school community;</i></div> <div>12345</div> <div>WeakAverageStrong</div>	

5. In the space provided below, briefly cite two (2) additional reasons why you feel the school leader you are nominating should be the 2013-2014 School Leader of the Year for the category indicated. Include an example or evidence to support each reason cited. (ATTACH ADDITIONAL PAPER IF NECESSARY.)

Signature of Nominator

Date

(PTO for Endorsement)

Section II: Endorsers' Statement of Consent

We, the undersigned, do hereby certify to the best of our knowledge that all the information contained in this Nomination Form is true and correct. Our signatures are an endorsement of our written consent.

First Endorser:

Name: _____

Signature of First Endorser

Date

(Parent/Guardian, Church Leader, Community Leader, Member of School's PTA or Member of Business Community.

Second Endorser:

Name: _____

Signature of Second Endorser

(Local Manager/General Manager, Board of Management)

Date

Outstanding Teacher or School Leader of the Year Character Reference Form

(To be completed by the recommender from within the school.)

Section I: Background Information

1. Recommender's Name: _____
Last name First name Middle Initial
2. Professional Status that makes you eligible to complete this Character Reference for the Nominee:
() Student () Peer or Colleague
() Principal/Dean/Head Teacher () Vice Principal/Assistant Dean
() Head of Department or Grade Level () Local Manager/General Manager
() Other (please specify): _____
3. For how long have you known the nominee? _____ (months/years)
4. Briefly describe your interactions or professional relationship with the nominee.

5. Describe your opinion of the Nominee by placing a check mark (√) in the respective column for each personal/professional dimension listed below:

Personal/Professional Dimensions The nominee ...	My OPINION of the nominee in this area is				
	Very Low	Fairly Low	Good	Fairly High	Very High
Intellectual: engages in innovative and stimulating activities and generally exhibits a willingness to improve his/her professional knowledge, skills and expertise					
Vocational: is continuously seeking new ways to add value to his/her professional service for personal satisfaction and enrichment					
Social/Emotional: exhibits positive personal attributes and has developed healthy ways to interact/work with those involved in his/her professional life					
Spiritual: displays acceptable moral and ethical behaviors, attitudes and dispositions consistent with good citizenship					

6. Describe your overall opinion of the Nominee as a professional educator.

Signature of Recommender

Date

THANK YOU FOR YOUR RECOMMENDATION!

Outstanding Teacher or School Leader of the Year Character Reference Form

(To be completed by the recommender who is a member of the local school community.)

Section I: Background Information

1. Recommender’s Name: _____

Last nameFirst nameMiddle Initial
2. Professional Status that makes you eligible to complete this Character Reference for the Nominee:

☐ Parent/Guardian

☐ Member of School’s PTA

☐ Sponsor at School

☐ Other (please specify): _____

☐ Community Leader

☐ Church Leader

☐ Member of Business Community
3. For how long have you known the nominee? _____ (months/years)
4. Briefly describe your interactions or professional relationship with the nominee.

5. Describe your opinion of the Nominee by placing a check mark (√) in the respective column for each personal/professional dimension listed below:

Personal/Professional Dimensions The nominee ...	My OPINION of the nominee in this area is				
	Very Low	Fairly Low	Good	Fairly High	Very High
Intellectual: engages in innovative and stimulating activities and generally exhibits a willingness to improve his/her professional knowledge, skills and expertise					
Vocational: is continuously seeking new ways to add value to his/her professional service for personal satisfaction and enrichment					
Social/Emotional: exhibits positive personal attributes and has developed healthy ways to interact/work with those involved in his/her professional life					
Spiritual: displays acceptable moral and ethical behaviors, attitudes and dispositions consistent with good citizenship					

6. Describe your overall opinion of the Nominee as a professional educator.

Signature of Recommender

Date

THANK YOU FOR YOUR RECOMMENDATION!