

Governance Committee Agenda Item #6 - Outstanding Staff Member Award Status

Due to the requirements of the Outstanding Staff Member Award Program, there was no one selected for the 2021-22 school year.

DeKalb Preparatory Academy Teacher of the Year and Educational Support Person of the Year Recognition Program

Teacher of the Year and Educational Support Person of the Year
Recognition Program

DPA Policy Number:

Effective:

Approval:

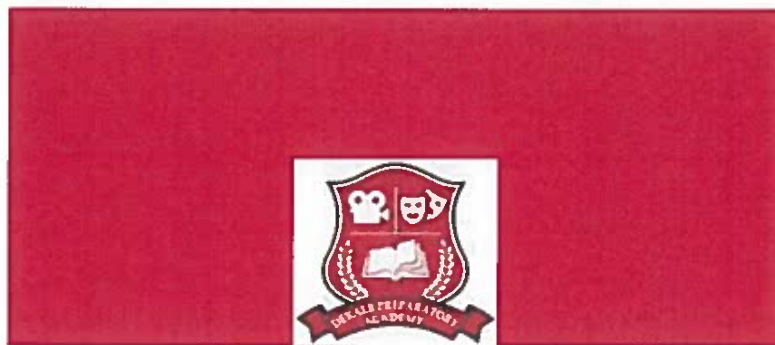
Approval:



Revision Number:

Ms. Carla Pettis
Principal

Ms. Susan Wright
Director of Finance and Operations



**DeKalb Preparatory Academy
TEACHER OF YEAR
AND
EDUCATIONAL SUPPORT PERSON OF THE YEAR
RECOGNITION PROGRAM**

PURPOSE

The purpose of the Teacher of the Year and Educational Support Person of the Year Recognition Program is to acknowledge and reward teachers and staff who consistently exceed the expectational levels for DeKalb Preparatory Academy.

STAFF RECOGNITION TEAM

Chair - Executive Assistant to the Head of School
Co-chair - Leadership Team Chair
Secretary -
Parliamentarian – Business Manager or Registrar
Assistant Principal
Teacher -
Teacher-
Paraprofessional-
Parent -

PROCEDURES

Teacher and Educational Support Person of the Quarter

- ◆ Applications for Teacher of the Quarter and Educational Support Person of the Quarter will be due by 12:00 Midnight on September 30th, November 30th, January 31st, and March 31st.
- ◆ Applications must be emailed to the Chair of the Staff Recognition Team.
- ◆ The committee will publish the qualified applicants within five work-days.
- ◆ The committee will determine the winner, based on a criterion scoring rubric.
- ◆ The principal will certify the qualifications and announce the winner.

Teacher of the Year and Educational Support Person of the Year

- ◆ Applications for Teacher of the Year and Educational Support Person of the Year will be due by 12:00 Midnight on May 1st.
- ◆ Applications must be emailed to the Chair of the Staff Recognition Team.
- ◆ The committee will publish the qualified applicants within five work-days.
- ◆ The vote will be by secure ballot.
- ◆ The votes will be counted by two non-DPA school personnel. At least three members of the Staff Recognition Team may observe the vote count. The results of the vote will be given to the principal to be certified and then announced the last week of school.
- ◆ In case of a tie, the TKES or non-certified personnel evaluation will be used by the principal to decide the winner.
- ◆ The votes will be stored in a secure location for one school year.
- ◆ The principal will announce the Teacher of the Year and Educational Support Person of the Year the last week of school for the following school year.
- ◆ If the Teacher of the Year or Educational Support Person of the Year does not return the following school year, the second highest vote becomes the winner.



TEACHER OF THE YEAR

Eligibility

Any full-time classroom teacher without active disciplinary action and with at least one year teaching experience at DPA.

Minimum Criteria for Teacher of the Year Recognition Program

- ◆ Teacher reports to work on time and in proper attire consistently.
- ◆ Teacher posts scholars' grades in Infinite Campus in a timely manner.
- ◆ Teacher posts daily attendance in Infinite Campus for all classes and submits referrals for attendance to their respective Attendance Team member in a timely manner.
- ◆ Teacher submits a quality lesson plan with all required components outlined in DPA's lesson plan guidelines in a timely manner.
- ◆ Teacher reports to morning and/or afternoon duty, as appropriate.
- ◆ Teacher attends all mandatory training.
- ◆ Teacher demonstrates track record of increasing student achievement as evidenced by high student growth or value-added data.
- ◆ Teacher upholds ethical standards, maintains professional relationships with students, parents, and employees.

Selection Criteria for the Teacher of the Year

- ◆ Submission of nomination form completed by nominator, which supports their nomination of Teacher of the Year (50-word limit)
- ◆ Submission of application by candidate, which supports the Teacher of the Year attributes. (300-word limit)
- ◆ Teacher must have been employed at DPA for at least one school year.
- ◆ Teacher effectively and appropriately incorporates Project Based Learning and Audio Video Communication standards in their daily classroom activities.
- ◆ Data-specific evidence of academic excellence such as MAP and/or Georgia Milestones (data sets to be considered and determined at a later date).

TKES

- ◆ Demonstrates extensive content and pedagogical strategies to enrich the curriculum, improve student outcomes and **assist peers** in enriching the curriculum.
- ◆ **Creates** a strategy or program that ensures students' engagement in metacognitive learning, higher-order thinking skills, and learning in current and relevant ways.

- ◆ Creates a strategy or program that promotes each student's opportunities to learn engaging in critical and creative thinking and challenging activities tailored to address individual learning needs and interests.
- ◆ Demonstrates expertise and leads peers to determine and develop a variety of strategies and instruments that are valid and appropriate for the content and student population and guides students to monitor and reflect on their own academics.
- ◆ Engages students in a collaborative and self-directed learning environment where students are encouraged to take risks.
- ◆ Creates an academic learning environment where students are encouraged to set challenging learning goals and tackle challenging materials.
- ◆ Uses communication techniques in a variety of situations to proactively inform, network, and collaborate with stakeholders to enhance student learning.

Teacher of the Year Recipient Award Package

The Teacher of the Year recipient will:

- ◆ be recognized at the Governing Board Meeting, on the DPA website, DPA Teacher of the Year bulletin board, through a blast on Class DOJO, with a special page in the DPA newsletter and on social media
- ◆ receive a plaque
- ◆ receive a designated parking spot for one school year
- ◆ receive a personalized thank you card signed by the Governing Board, with a monetary gift (\$500 or higher to be determined by the Governing Board)



EDUCATIONAL SUPPORT PERSON OF THE YEAR

Eligibility

Any full-time paraprofessional, non-classroom instructional personnel and/or non-instructional personnel without active disciplinary actions and with at least one year teaching experience at DPA.

Minimum Criteria for Educational Support Person of the Year Recognition Program

- ◆ Educational Support Person reports to work on time and in proper attire consistently.
- ◆ Completes assignments and directives in a timely manner.
- ◆ ESP is an active and contributing person to the well-being of our students.
- ◆ ESP reports to morning and/or afternoon duty, as appropriate.
- ◆ ESP attends all mandatory training.

Selection Criteria for Educational Support Person of the Year

- ◆ Submission of nomination form completed by nominator, which supports their nomination of Educational Support Person of the Year (50-word limit)
- ◆ Submission of application by candidate, which supports the Educational Support Person of the Year attributes. (300-word limit)
- ◆ ESP must consistently demonstrate leadership skills that promote a positive learning environment; creativity in the development and implementation of programs; supports students, and communities; fosters student achievement.
- ◆ ESP must have been employed at DPA for at least one school year.
- ◆ ESP must make a commitment to continue active employment status for the following year.
- ◆ ESP supports the vision and mission of the school.
- ◆ ESP upholds ethical standards, maintains professional relationships with students, parents, and employees.

Educational Support Person of the Year Recipient Award Package

The Educational Support Person of the Year recipient will:

- ◆ be recognized at the Governing Board Meeting, on the DPA website, through a Blast on Class DOJO, with a special page in the DPA newsletter and on social media.
- ◆ receive a plaque
- ◆ receive a designated parking spot for one school year
- ◆ receive a personalized thank you card signed by the Governing Board, with a monetary gift (\$100-\$500)



**Dekalb Preparatory Academy
Teacher of the Year
NOMINATION FORM**

Nominations must be received by the May 1st of the preceding school year. Final selections will be announced on the last day of school.

Date _____ Recognition School Year _____ - _____

Teacher of the Year

Nominator Information

Name _____ Phone _____

Email _____

I nominated _____, for teacher of the year for the
_____ - _____ school year.

Please describe the characteristics of this teacher that makes him/her exceptional and sets him/her apart from other staff at DPA (100-word limit). Please include this person's contributions to the community of staff at DPA, including activities, interests, and experiences that enhance the nominee's effectiveness as staff.

Please send completed Teacher of the Year Application to arodgers@dekalbprepacademy.org

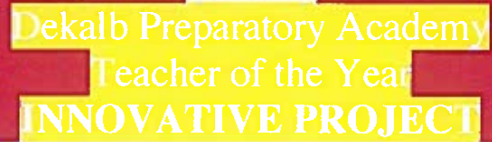
Print Name _____ Date _____

Signature of Nominator

Please email completed Teacher of the Year application to arodgers@dekalbprepacademy.org

Print Name _____ Date _____

Signature of Applicant for Teacher of the Year

[illegible]

Intended Outcome(s):

Professional Development Redelivery:

Title

Date(s) of Sessions

Please email completed Innovation Project to arodgers@dekalbprepacademy.org

Print Name Date

Signature



**Dekalb Preparatory Academy
Educational Support Person of the Year
NOMINATION FORM**

Nominations must be received by the May 1st of the preceding school year.. Final selections will be announced on the last day of school.

Date _____ Recognition School Year _____ - _____

Educational Support Person

Nominator Information

Name _____ Phone _____ Email _____

I nominated _____, for educational support person of the year
for the _____ - _____ school year.

Please describe the characteristics of this educational support person that makes him/her exceptional and sets him/her apart from other staff at DPA (100-word limit). Please include this person's contributions to the staff at DPA, including activities, interests, and experiences that enhance the nominee's effectiveness as staff.

Please send completed Educational Support Person of the Year Application to
arodgers@dekalbprepacademy.org

Print Name _____ Date _____

Signature of Nominator



Years of service at DeKalb Preparatory Academy_____

Please describe the characteristics of this staff member that makes him/her exceptional and sets him/her apart from other teachers at DPA (300-word limit). Please include this person's contributions to the staff at DPA, including activities, interests, and experiences that enhance the nominee's effectiveness.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Please email completed Educational Support Person of the Year application to
arodgers@dekalbprepacademy.org

Print Name_____. Date_____

Signature of Applicant for Educational Support Person of the Year