



CELEBRATING ALBERTA'S TEACHERS AND PRINCIPALS

2016 EXCELLENCE IN TEACHING AWARDS



NOMINATION PACKAGE



EXCELLENCE IN TEACHING AWARDS

The Excellence in Teaching Awards was initiated in 1989 by the Minister of Education to:

- recognize outstanding Alberta teachers
- honour creative, innovative and effective teaching
- focus public attention on the teaching profession and
- involve Albertans in celebrating teaching excellence.

Over the years the Excellence in Teaching Awards has been administrated by System Excellence on behalf of the Minister of Education. Current supporters of the program include: the Alberta School Boards Association, the Alberta School Councils' Association, the Alberta Teachers' Association, the Association of Alberta Deans of Education, and the College of Alberta School Superintendents.

In the Excellence in Teaching Awards:

- eligible nominees receive certificates of recognition
- semi-finalists, who are not award recipients, receive certificates of recognition and access to \$1500 for professional learning
- semi-finalists are announced in April
- Provincial Excellence in Teaching Award recipients receive certificates of recognition, commemorative pins and access to \$4000 for professional learning
- award recipients' schools receive monetary awards and certificates of recognition
- Provincial Excellence in Teaching Award recipients are honoured at a reception, dinner and awards presentation on June 4, 2016.

Since the inception of the Excellence in Teaching Awards, more than 10,000 teachers and principals have been nominated and more than 500 educators have been award recipients.

PRESENTED BY:



SUPPORTED BY:



HOW TO

Nominate a Pre-Kindergarten to Grade 12 Teacher or a Principal for a 2016 Excellence in Teaching Award

IMPORTANT! PLEASE READ!

- 1. Designate a Nomination Coordinator.** This person can be you. You also can act as one of the nominators who writes a letter of support.
- 2. The Nomination Coordinator will:**
 - a) complete the Nomination Coordinator form (Form A). Do not include a letter of support.
 - b) distribute the Nominee Consent form (Form F) to the nominee.
 - c) distribute forms to the nominators (Principal, Superintendent, Teacher Colleague, Public Member):
 - ensure that all the nominators are aware of the award the individual is being nominated for
 - ensure that all the nominators are familiar with the selection criteria listed on the back of each form.
 - d) inform the nominators that they must complete a **letter of support of no more than two pages in length, typed in 12 pt font and double-spaced:**
 - all letters of support must be dated and signed
 - Principal or Superintendent letter of support must be on official letterhead
 - e) place the complete package in a large envelope.
- 3. A nomination package is considered complete** only if all forms and three letters of support are submitted, **dated** and **signed**. A checklist to assist in completing the nomination package is provided on the following page.
- 4. Only one nomination package** per teacher or principal will be accepted.
- 5. Completed nomination packages must be submitted:**
 - a) by mail to the Excellence in Teaching Awards Selection Committee, c/o Engagement Branch, 12th floor, 10044-108 Street, NW, Edmonton, AB T5J 5E6. **Only those nomination packages postmarked on or before Friday, March 4, 2016 will be accepted.**
 - OR
 - b) by drop-off to the Excellence in Teaching Awards Selection Committee, c/o Engagement Branch, 12th floor, 10044-108 Street, NW, Edmonton, AB T5J 5E6. **Only those nomination packages dropped-off before the close of business at 4:30 pm on Friday, March 4, 2016 will be accepted.**

★ Letters must meet the above criteria to be considered.

★ Letters need to describe why you support the nomination. Successful letters of support provide concrete examples of how the nominee demonstrates the selection criteria and how their students are empowered to reach their full potential as engaged thinkers and ethical citizens with an entrepreneurial spirit.

★ **A TEACHER nomination package must include the following:** Forms: A, B, C, D, E & F and Letters of Support from the principal, teacher colleague, and a member of the public.

★ **A PRINCIPAL nomination package must include the following:** Forms: A, C1, D, E & F and Letters of Support from the superintendent, teacher colleague, and a member of the public.

CHECKLIST FOR NOMINATION COORDINATOR:

Check your nomination package. Did you include all required forms?

For Teacher Nominee:

- ☐ Form A, page 3 - Nomination Coordinator
[NO LETTER OF SUPPORT]
- ☐ Form B, page 5 - Principal
[ONE LETTER OF SUPPORT ON SCHOOL LETTERHEAD]
- ☐ Form C, page 7 – Superintendent
[NO LETTER OF SUPPORT]
- ☐ Form D, page 11 - Teacher Colleague
[ONE LETTER OF SUPPORT]
- ☐ Form E, page 13 - Public
[ONE LETTER OF SUPPORT]
- ☐ Form F, page 15 - Nominee Consent

For Principal Nominee:

- ☐ Form A, page 3 - Nomination Coordinator
[NO LETTER OF SUPPORT]
- ☐ Form C1, page 9 - Superintendent
[ONE LETTER OF SUPPORT ON JURISDICTION LETTERHEAD]
- ☐ Form D, page 11 - Teacher Colleague
[ONE LETTER OF SUPPORT]
- ☐ Form E, page 13 - Public
[ONE LETTER OF SUPPORT]
- ☐ Form F, page 15 - Nominee Consent

Please confirm that **all** forms and letters of support have been **signed** and **dated** prior to submission to the Excellence in Teaching Awards Selection Committee.

NOMINATION FORM

Nomination Coordinator



Nomination packages can be downloaded at www.education.alberta.ca or can be requested by e-mailing edc.excellenceinteaching@gov.ab.ca or calling toll free 1-866-590-1660.

Mailing/Drop-off Address:

Excellence in Teaching Awards
Selection Committee
c/o Engagement Branch
12th floor, 10044 - 108 Street
Edmonton, Alberta T5J 5E6

DO NOT INCLUDE A LETTER OF SUPPORT
Nominating Coordinator Information

DR. MR. MRS.
MS. MISS

FIRST NAME

SURNAME

ADDRESS

CITY/TOWN

POSTAL CODE

TELEPHONE (DAY TIME)

FAX

E-MAIL ADDRESS

CHECK ONLY ONE *(If you are nominating more than one individual, a separate package of all required forms must be submitted for each nominee.)*
☐ The teacher I wish to nominate is:

☐ The principal I wish to nominate is:

FIRST NAME

SURNAME

ADDRESS

CITY/TOWN

POSTAL CODE

TELEPHONE (DAY TIME)

FAX

E-MAIL ADDRESS

SCHOOL NAME

SIGNATURE

DATE

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RECOGNITION:

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ELIGIBILITY:

- nominees must, at the time of nomination:
 - **hold an Alberta permanent professional teaching certificate**
 - teach or support the teaching of programs of study and education programs authorized by the *School Act* during the current school year
 - work directly with students in a school setting on a daily basis (may be a principal or other certificated staff member).

RESTRICTIONS:

- only one nomination per certificated teacher is accepted
- posthumous nominations are not eligible
- previous Provincial Excellence in Teaching Award recipients and SMART Technologies Innovative Use of Technology Award recipients are not eligible
- teachers must be nominated individually; teacher teams are not eligible
- any teacher who was selected as a semi-finalist in 2013, 2014 or 2015 is not eligible for nomination in 2016.

DEADLINE:

- **March 4, 2016.**

SELECTION CRITERIA

PROVINCIAL EXCELLENCE IN TEACHING AWARD

Teachers and administrators are vital to empowering students to reach their full potential. They do this by putting students first and developing engaged thinkers and ethical citizens with an entrepreneurial spirit.

The Selection Committee will look for **specific examples** of:

A. How the nominee's teaching or leadership excels at:

- fostering the development of students and their intellectual, social, emotional and physical growth
- establishing a stimulating learning environment
- motivating students to exceed their own expectations
- attending to individual student needs
- working collaboratively with colleagues
- demonstrating an in-depth knowledge of subject matter and curriculum
- being involved in professional growth activities
- achieving positive results in student learning
- demonstrating caring for the well-being of students and colleagues, thereby contributing to a positive school climate.

– AND –

B. How the nominee's teaching or leadership is **innovative or creative in supporting student learning** in one or more of the areas identified under section A.

Innovative or creative teaching that supports student learning may refer to:

- introducing or applying successful or proven practices or approaches new to a classroom or a school
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SUPPORTED BY:



PRESENTED BY:



NOMINATION FORM

Principal



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Letter of Support Guidelines

Letter of support must be on school letterhead and no more than two pages in length (MUST be typed in 12 pt font & double spaced). The letter must describe why you support this nominee for a Provincial Excellence in Teaching Award. Address the "Criteria for Selection" found on the back of this form and support all statements with clear, concise examples that show how the teacher positively affected students and their learning. The Selection Committee will base its decisions on the statements and examples provided by you and the other nominators. **Please do not submit additional material. BE SURE TO SIGN AND DATE YOUR LETTER OF SUPPORT.**

☐ I have attached my letter of support

SIGN AND DATE THIS FORM AND YOUR LETTER OF SUPPORT AND SUBMIT TO THE NOMINATION COORDINATOR. FORM B IS NOT REQUIRED IF THE NOMINEE IS A PRINCIPAL

☐ I am the nominee's **current** Principal

☐ I am the nominee's **former** Principal (within the last two years) and I have advised the current Principal about this nomination

SCHOOL NAME AS IT SHOULD APPEAR ON A CERTIFICATE

☐ I confirm the nominee holds an **Alberta Permanent Professional Certificate**

DR. MR. MRS.
MS. MISS

SCHOOL NAME

SCHOOL ADDRESS

CITY/TOWN

POSTAL CODE

TELEPHONE (DAY TIME)

FAX

E-MAIL ADDRESS

SIGNATURE

DATE

THE TEACHER I WISH TO SUPPORT IS

FIRST NAME

SURNAME

SCHOOL NAME

SCHOOL ADDRESS

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DEADLINE:

- **March 4, 2016.**

SELECTION CRITERIA

PROVINCIAL EXCELLENCE IN TEACHING AWARD

Teachers and administrators are vital to empowering students to reach their full potential. They do this by putting students first and developing engaged thinkers and ethical citizens with an entrepreneurial spirit.

The Selection Committee will look for **specific examples** of:

- A. How the nominee's teaching or leadership excels at:
- fostering the development of students and their intellectual, social, emotional and physical growth
 - establishing a stimulating learning environment
 - motivating students to exceed their own expectations
 - attending to individual student needs
 - working collaboratively with colleagues
 - demonstrating an in-depth knowledge of subject matter and curriculum
 - being involved in professional growth activities
 - achieving positive results in student learning
 - demonstrating caring for the well-being of students and colleagues, thereby contributing to a positive school climate.

– AND –

- B. How the nominee's teaching or leadership is **innovative or creative in supporting student learning** in one or more of the areas identified under section A.

Innovative or creative teaching that supports student learning may refer to:

- introducing or applying successful or proven practices or approaches new to a classroom or a school
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SELECTION PROCESS

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SUPPORTED BY:



PRESENTED BY:



NOMINATION FORM

Superintendent



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DATE AND SIGN THIS FORM AND SUBMIT TO THE NOMINATION COORDINATOR.

(The Superintendent may designate an Area or Associate Superintendent to complete this form. The Board Chair may complete this form for nominees from private schools.)

DR. MR. MRS.
MS. MISS

FIRST NAME

SURNAME

TITLE

JURISDICTION NAME

JURISDICTION ADDRESS

CITY/TOWN

POSTAL CODE

TELEPHONE (DAY TIME)

FAX

E-MAIL ADDRESS

THE TEACHER I WISH TO SUPPORT IS

FIRST NAME

SURNAME

SCHOOL NAME

SCHOOL ADDRESS

ONLY **ONE** NOMINATION PER TEACHER OR PRINCIPAL WILL BE ACCEPTED.

Please indicate whether or not you support this nomination by checking the appropriate box. If, for some reason, you cannot support this nomination it is incumbent on you to discuss with the nominee the reason for not supporting the nomination prior to March 2016.

☐ I support ☐ I do not support

SIGNATURE

DATE

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DEADLINE:

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SUPPORTED BY:



PRESENTED BY:



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(The Superintendent may designate an Area or Associate Superintendent to complete this form. The Board Chair may complete this form for nominees from private schools.)

DR. MR. MRS.
MS. MISS

FIRST NAME

SURNAME

TITLE

JURISDICTION NAME

JURISDICTION ADDRESS

CITY/TOWN

POSTAL CODE

TELEPHONE (DAY TIME)

FAX

E-MAIL ADDRESS

SIGNATURE

DATE

THE PRINCIPAL I WISH TO SUPPORT IS

SCHOOL NAME AS IT SHOULD APPEAR ON A CERTIFICATE

FIRST NAME

SURNAME

SCHOOL NAME

SCHOOL ADDRESS

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NOMINATION FORM

Teacher Colleague



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DR. MR. MRS.
MS. MISS

FIRST NAME

SURNAME

TITLE

ALBERTA TEACHING CERTIFICATE NUMBER

SCHOOL NAME

SCHOOL ADDRESS

CITY/TOWN

POSTAL CODE

TELEPHONE (DAY TIME)

FAX

E-MAIL ADDRESS

SIGNATURE

DATE

CHECK ONLY ONE

(If you are nominating more than one individual, a separate package of all required forms must be submitted for each.)

☐ The teacher I wish to support is:

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FIRST NAME

SURNAME

SCHOOL NAME

SCHOOL ADDRESS

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SELECTION CRITERIA

PROVINCIAL EXCELLENCE IN TEACHING AWARD

Teachers and administrators are vital to empowering students to reach their full potential. They do this by putting students first and developing engaged thinkers and ethical citizens with an entrepreneurial spirit.

The Selection Committee will look for **specific examples** of:

- A. How the nominee's teaching or leadership excels at:
- fostering the development of students and their intellectual, social, emotional and physical growth
 - establishing a stimulating learning environment
 - motivating students to exceed their own expectations
 - attending to individual student needs
 - working collaboratively with colleagues
 - demonstrating an in-depth knowledge of subject matter and curriculum
 - being involved in professional growth activities
 - achieving positive results in student learning
 - demonstrating caring for the well-being of students and colleagues, thereby contributing to a positive school climate.

– AND –

- B. How the nominee's teaching or leadership is **innovative or creative in supporting student learning** in one or more of the areas identified under section A.

Innovative or creative teaching that supports student learning may refer to:

- introducing or applying successful or proven practices or approaches new to a classroom or a school
- adapting approaches advocated in the literature or elsewhere for specific contexts of teaching and learning
- championing a successful or proven approach throughout a school or school district/division
- developing teacher resources or materials that complement an existing approach.

SELECTION PROCESS

- A rigorous selection process reviews each eligible nomination package to ensure the criteria have been met.
- The Selection Committee is made up of representatives from: Alberta Education, the Alberta School Boards Association, the Alberta School Councils' Association, the Alberta Teachers' Association, the Association of Alberta Deans of Education, the Association of Independent Schools and Colleges, and the College of Alberta School Superintendents.

SUPPORTED BY:



PRESENTED BY:



NOMINATION FORM



Public (Parent, Student, Member of the community at large who doesn't hold a teaching certificate)

Nomination packages can be downloaded at www.education.alberta.ca or can be requested by e-mailing edc.excellenceinteaching@gov.ab.ca or calling toll free 1-866-590-1660.

Letter of Support Guidelines

Letter of support must be no more than two pages in length (MUST be typed in 12 pt font & double spaced). The letter must describe why you support this nominee for a Provincial Excellence in Teaching Award. Address the "Criteria for Selection" found on the back of this form and support all statements with clear, concise examples that show how the teacher positively affected students and their learning. The Selection Committee will base its decisions on the statements and examples provided by you and the other nominators. **Please do not submit additional material. BE SURE TO SIGN AND DATE YOUR LETTER OF SUPPORT.**

☐ I have attached my letter of support

SIGN AND DATE THIS FORM AND YOUR LETTER OF SUPPORT AND SUBMIT TO THE NOMINATION COORDINATOR.

DR. MR. MRS.
MS. MISS

FIRST NAME

SURNAME

ORGANIZATION REPRESENTED (IF APPLICABLE)

ADDRESS

CITY/TOWN

POSTAL CODE

TELEPHONE (DAY TIME)

FAX

E-MAIL ADDRESS

☐ I DO NOT HOLD A TEACHING CERTIFICATE (Individuals who hold or have held teaching certification cannot act as public nominators.)

SIGNATURE

DATE

CHECK ONLY ONE

(If you are nominating more than one individual, a separate package of all required forms must be submitted for each.)

☐ The teacher I wish to support is:

☐ The principal I wish to support is:

FIRST NAME

SURNAME

SCHOOL NAME

SCHOOL ADDRESS

ONLY **ONE** NOMINATION PER TEACHER OR PRINCIPAL WILL BE ACCEPTED.

Alberta Education collects personal information about the Excellence in Teaching Awards Program nominees pursuant to section 33(c) of the Freedom of Information and Privacy Act. Information about nominators is collected for purposes necessary to allow the program Selection Committee to make its decisions. Personal information provided by nominators about themselves is restricted to use by the Selection Committee. Nominators also should be aware that the teacher has the right to access all documents about him or her which are in the custody of the awards program. The Minister of Education, local school authorities, MLAs, a master of ceremonies and the media may use the names of nominators and excerpts from nominators' statements to publicize the achievements of nominees. If you have any questions about the collection and use of personal information for the 2016 Excellence in Teaching Awards, you may contact the awards liaison at toll free 1-866-590-1660, or write c/o Excellence in Teaching Awards, Engagement Branch, 12th floor, 10044 - 108 Street, Edmonton, AB T5J 5E6.

2016 Excellence in Teaching Awards

To be nominated for an Excellence in Teaching Award is an Honour.

PURPOSE:

- recognizes outstanding Alberta teachers and principals who are champions of Alberta's vision for education
- honours creative, innovative and outstanding teaching
- focuses public attention on the teaching profession
- involves Albertans in celebrating teaching excellence.

RECOGNITION:

- eligible nominees receive certificates of recognition
- semi-finalists, who are not award recipients, receive certificates of recognition and access to \$1500 for professional learning
- semi-finalists are announced in April
- Provincial Excellence in Teaching Award recipients receive certificates of recognition, commemorative pins and access to \$4000 for professional learning
- award recipients' schools receive monetary awards and certificates of recognition
- Provincial Excellence in Teaching Award recipients are honoured at a reception, dinner and awards presentation on June 4, 2016.

ELIGIBILITY:

- nominees must, at the time of nomination:
 - **hold an Alberta permanent professional teaching certificate**
 - teach or support the teaching of programs of study and education programs authorized by the *School Act* during the current school year
 - work directly with students in a school setting on a daily basis (may be a principal or other certificated staff member).

RESTRICTIONS:

- only one nomination per certificated teacher is accepted
- posthumous nominations are not eligible
- previous Provincial Excellence in Teaching Award recipients and SMART Technologies Innovative Use of Technology Award recipients are not eligible
- teachers must be nominated individually; teacher teams are not eligible
- any teacher who was selected as a semi-finalist in 2013, 2014 or 2015 is not eligible for nomination in 2016.

DEADLINE:

- **March 4, 2016.**

SELECTION CRITERIA

PROVINCIAL EXCELLENCE IN TEACHING AWARD

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– AND –

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SUPPORTED BY:



PRESENTED BY:



NOMINATION FORM

Nominee Consent



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DATE AND SIGN THIS FORM AND SUBMIT TO THE NOMINATION COORDINATOR.

All eligible nominees receive a certificate of recognition.

TO BE NOMINATED IS, IN ITSELF, AN HONOUR.

ALBERTA PERMANENT PROFESSIONAL
TEACHING CERTIFICATE NUMBER

YOUR NAME AS YOU WOULD LIKE IT TO APPEAR ON A CERTIFICATE

DR. MR. MRS.
MS. MISS

FIRST NAME

SURNAME

HOME ADDRESS

CITY/TOWN

POSTAL CODE

TELEPHONE

E-MAIL ADDRESS

CURRENTLY TEACHING GRADE(S)

SCHOOL NAME

SCHOOL ADDRESS

CITY/TOWN

POSTAL CODE

TELEPHONE (DAY TIME)

FAX

IMPORTANT! Please Read!

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- ☐ I consent to this nomination, and authorize the collection and use of personal information about me that may be submitted from individual nominators and meet all the requirements listed under "Eligibility" on the reverse. I further understand that by consenting to the nomination that my image, name, school, town/city and jurisdiction together with statements submitted by nominators, may be used by Alberta Education and the media for publicity purposes as described above.

SIGNATURE

DATE

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