

Howard School District 48-3 *Teacher of the Year / Classified employee*

The mission of the Howard School District is to provide each student with the educational foundation on which to build a successful life in a global society. This is only possible through the dedication of our outstanding Teachers and Classified staff professionals.

The Howard School District has many outstanding Teachers and Classified staff Professionals. We are asking for your assistance in identifying those individuals whose skills, dedication, understanding and caring for children have made a positive impact on the lives of our students, and whose service has been truly outstanding in its contribution to the overall positive educational climate of the district.

The **Teacher of the Year / Classified Employee of the Year** is a recognition program whereby the Howard School District Board of Education has the opportunity to recognize outstanding achievement by a member of the Teaching and Classified Profession. The purpose of the nomination process is to provide a systematic method to identify these individuals and ensure that they receive appropriate recognition for their efforts on behalf of the students in the school district.

Who Can Be Nominated

Nominees must be full time employees of the District, who have a contract and are certificated. They can work in any capacity in one of the following positions:

There will be one Teacher of the Year from each building, and one Classified staff Professional from each level (Elementary, Jr/Sr High)

Teaching

- Classroom teacher
- Special education teacher
- Librarian

Classified

- Secretarial staff
- Paraprofessional
- Custodial

The nominee must have served as a Teacher or Classified staff member with the school district for a minimum of one school year.

During that time, the individual should have performed their duties in such an outstanding manner that they significantly contributed to the functioning of the District.

Who Can Nominate?

Any member of the school community including supervisors, administrators, building principals, teachers, secretaries, custodians, paraprofessionals, community members, and parents/ guardians of a district student can nominate a candidate for consideration. The school district desires to have the widest possible participation in this program and ensure that every Teacher and Classified staff member who performs outstanding service has the opportunity to be nominated.

How Do I Nominate Someone?

Nomination forms will be available on the district website at:

<https://howard.k12.sd.us//DistrictResouces.html>

Please complete all sections. If more space is needed you can type and attach your nomination.

Nomination forms for both Teacher of the Year and Classified Employee of the year must be completed and returned to the Nominee's building principal ***on or before 4:00 p.m., April 1st***

Time Line

Nominations received will be reviewed by each school selection committee. This committee will be open to all certified staff. The committee will consist of the building principal, staff members and a parent representative. The committee is responsible for selecting one winner from each school for Teacher of the Year and one representative for Classified employee if any are nominated.