

**ARTICLE: 4.0 PERSONNEL SUPPORT SERVICES**

**4.1 GENERAL PERSONNEL PRACTICES**

**4.118 INCENTIVE PROGRAMS FOR  
EMPLOYEES**

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**SECTION 4.118.1 Teacher-of-the-Year Program**

It is the intent of the District to honor outstanding teachers on an annual basis, and one such activity will be the designation each year of a Teacher-of-the-Year. The District procedure is designed to facilitate advancement of a District nominee to the county and state Teacher-of-the-Year competitions. Every site will have the opportunity to select a teacher to compete for the District Teacher-of-the-Year. The following procedures will be used to implement the program.

**1. Site Selection Process**

Each site principal will initiate the selection of a teacher as that school's candidate, the actual process to be determined by the principal. If, after reviewing the criteria and discussing eligible staff, a school principal and faculty decide that they do not have a candidate who meets the eligibility requirements, the school may elect not to nominate anyone. In that case, the principal will advise Learning Support Services.

**2. Criteria for Nomination**

- a. Be especially skillful and dedicated teachers.
- b. Be planning to continue in an active teaching status.
- c. Have the respect and admiration of students, parents, and co-workers.
- d. Play active and useful roles in their communities as well as in their schools.
- e. Be poised and articulate.
- f. Have a superior ability to inspire love and learning in students of all backgrounds and abilities.

**3. Application**

The attached application must be completed and submitted by the teacher with the endorsement of the principal.

**4. District Level Selection Process**

The Superintendent will appoint a committee of six people, comprised of three administrators and three teachers, representing elementary, middle, and high school level. This committee will select a Poway Unified School District Teacher-of-the-Year. The deputy superintendent will serve as the chairperson of the committee.

**5. Selection of Alternate**

If a candidate is unable to fulfill the functions of Teacher-of-the-Year or due to an unforeseen circumstance is not available, then the committee shall be reconvened and an alternate selected from the runners-up.

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6. Recognition

- a. The Teacher-of-the-Year will be recognized in District publications and local media releases and will also receive a District plaque which will be awarded at the District all-teacher meeting followed by recognition by the Board of Education. A perpetual plaque denoting annual Teacher-of-the-Year selection names will be exhibited in the Administration Center. The Teacher-of-the-Year will be expected to represent the District at a variety of events.

7. Timeline

*Timeline is being revised*

- ~~April 1--15~~ - ~~Site selection of candidates~~
- ~~April 16--18~~ - ~~District Selection Committee appointed by the Superintendent~~
- ~~April 19--30~~ - ~~District Selection Committee meets and selects the Poway Unified School District Teacher-of-the-Year~~
- ~~May--August~~ - ~~Development of County application by the Teacher-of-the-Year assisted by the staff of his/her school~~
- ~~Sept. 15~~ - ~~Application to be submitted to Deputy Superintendent~~
- ~~Sept. 20~~ - ~~Submission to the county by designated deadline~~

The term of service for the Teacher-of-the-Year will be for the entire school year.