

# Westbrook School Department Maine Teacher of the Year Nomination Process

## Building Level Process

1. Staff members nominate individual teachers who exemplify the qualities of “Teacher of the Year” using a simple narrative nomination.
2. Each building principal or building level committee selects one teacher as their building’s Teacher of the Year.
3. Each building nominates one candidate, completing a nomination form similar to that of the MDOE TOY nomination form. They send it to Peter Lancia, Director of Teaching and Learning (and MTOY 2002,) to be considered for the Westbrook School Department Teacher of the Year and then Maine Teacher of the Year.
4. Building Teachers of the Year are honored with a plaque and with recognition by the local press, at a public meeting of the Westbrook School Committee, and at an all-district school meeting.

## District Level Process

5. A Selection Committee, facilitated by the Director of Teaching and Learning is established with former building Teachers of the Year as members. They review the nomination forms for all building level finalists in preparation for a classroom observation and interview.
6. The Director of Teaching and Learning contacts building Teachers of the Year to schedule a classroom observation and interview.
7. The Selection Committee is granted one day’s release time from their classrooms in order to conduct a classroom observation and interview for each candidate before selecting the Westbrook School Department Teacher of the Year.
8. After a deliberation about the qualities of outstanding teaching and service to students, The Selection Committee names the Westbrook Teacher of the Year who will be the district’s nominee for Maine Teacher of the Year. He/she is informed in person of his/her selection. Other candidates are notified in person as well.
9. The Westbrook Teacher of the Year is honored with flowers, a plaque, and is recognized in the press, at a public meeting of the Westbrook School Committee, and at an all-district school meeting.

## State Level Process

10. The nominee follows the state process outlined by MSTOY and MDOE, including writing a *Position Paper* and obtaining supporting letters of recommendation. The Selection Committee and the original nominator complete the written process of the nomination.
11. The nominee is supported and mentored by a former Westbrook Teacher of the Year by offering feedback to their writing and in preparing documents.
12. All documents are sent to the Director of Teaching and Learning who submits the completed *Maine Teacher of the Year Nomination Form* to the Maine Department of Education.
13. We celebrate our nominee who participates in the Hall of Flags recognition ceremony, which is attended by the teacher's principal, the Director of Teaching and Learning, and the Superintendent of Schools as well as members of Westbrook's legislative delegation.
14. We then anxiously await news of the next steps in the process!