

Westbrook School Department Maine Teacher of the Year Nomination Process

Building Level Process

1. Staff members use the *Building Nomination Form* to nominate individual teachers who exemplify the qualities of “Teacher of the Year.”
2. Each building principal or building level committee may select one teacher who will serve as their building’s Teacher of the Year.
3. Each building may send one candidate’s name to Central Office to be considered a nominee for the Westbrook School Department Teacher of the Year, and then Maine Teacher of the Year. Cynthia Martin should receive the paperwork for each building nominee, with Principal’s/ Director’s signature.

District Level Process

4. The Selection Committee will review the nomination forms for all building level finalists. The committee members will develop interview questions to be used with the candidates.
5. Each building level nominee will be contacted to schedule a classroom observation and interview.
6. The Selection Committee will conduct a classroom observation and interview for each candidate before selecting the Westbrook School Department Teacher of the Year.
7. Information on the state nominee will be disseminated to staff once all nominees have been notified.
8. The district level Teacher of the Year writes his/her *Position Paper* and obtains supporting letters of recommendation. All paperwork is sent to Cynthia Martin, who submits the completed *Maine Teacher of the Year Nomination Form* to the Maine Department of Education.