

RISD EXCELLENCE IN
EDUCATION FOUNDATION

STARS

Superior Teaching Achievement in Richardson Schools

TEACHER AWARDS

NOMINATION FORM

2019-2020

RISD Excellence in Education STARS Teacher Awards 2019 GUIDELINES

OVERVIEW

In order to encourage innovation and creativeness in the classroom, RISD Excellence in Education Foundation will grant monetary awards to teachers who have demonstrated excellence in teaching. The Award will be based solely on teaching performance. The teachers will be involved in classroom instruction, work directly with their assigned students in an observable setting at least half the school day, and be paid on the RISD teacher salary schedule. Awards are limited to teachers who have completed two years in RISD regardless of grade, subject matter, or assignment. **Nominators should strive to ascertain that their nominee is reasonably committed to providing services to the RISD for at least the following two to three school years subsequent to their selection.**

THE AWARD COMMITTEE

The RISD Superintendent is responsible for final approval of the RISD Excellence in Education STARS Teacher Award Committee. The RISD Board of Trustees will be notified by the Superintendent of the approved RISD Excellence in Education STARS Teacher Award Committee which will consist of three classroom teachers who have been previous award winners; one district administrator; one Board of Trustees member; one RISD Excellence in Education Board member; and four PTA members, one from each attendance area. The teacher representatives will be selected by the RISD Excellence in Education STARS Teacher Award Program alumni group and will represent the elementary, junior high, and high school teachers. The PTA members will be submitted by the Richardson Council of PTAs. The district administrator's name will be submitted by the Superintendent's office. Committee members and/or relatives of persons serving as committee members are not eligible for this award. Each committee member will serve for two consecutive staggered terms in order to maintain continuity. Therefore, the committee turns over approximately one-half of its members each year.

PROCEDURE

The RISD Excellence in Education STARS Teacher Award Committee will certify, review, and acknowledge all nominations. Only those nominations which have followed the stated procedure on the nomination form will be eligible. Although a teacher may win only once, there is no limitation on the number of times a teacher may be nominated. The process is as follows:

- ✓ **Semi-finalists** will be selected from the written nominations. Both those selected as semi-finalists and those not selected will be notified.
- ✓ Semi-finalists will be interviewed by the committee during one week in December. The interview questions will be chosen by the committee and changed annually. **Finalists** will be selected following the interviews.
- ✓ Finalists will then be notified that the committee will make three visits to their classrooms in January and February. Each finalist will be asked to complete a schedule showing the periods he/she is involved in instruction. He/she should note times of non-instruction, such as conference periods, recess, testing, etc. The finalists will also be told that the exact day and time of each visit will *not* be announced.
- ✓ Following the observations, the STARS Teacher Award **recipients** will be determined. Recipients and finalists will be notified of the final results. The amount of the award will be determined by RISD Excellence in Education Foundation and selections will be made districtwide.

Public Announcement

The committee will notify each finalist with the final results of the selection committee prior to any announcement.

Presentation of Awards

The awards will be presented by RISD Excellence in Education Foundation.

2019 RISD EXCELLENCE IN EDUCATION STARS AWARD

RICHARDSON INDEPENDENT SCHOOL DISTRICT

400 South Greenville Avenue
Richardson, Texas 75081

NOMINATIONS

- ✓ *Nominations for awards may be made by anyone.
The deadline is October 24, 2019, at 3:00 p.m.*
- ✓ *Nomination forms are available from the office of each school principal or electronically from Debbie Clark at the Professional Development Center.*
- ✓ *Send all nominations to the **RISD Excellence in Education STARS Award Committee**, Attn: Debbie Clark, 701 W. Belt Line Rd., Richardson 75080 or debbie.clark@risd.org. Electronic versions are preferred.*
- ✓ *Committee members and/or relatives of persons serving as committee members are not eligible for this award.*
- ✓ *All information will be kept confidential.*

CALENDAR OF EVENTS

August 26, 2019.....	Teacher Award forms available in schools or from Debbie Clark (469-593-0753)
3:00 p.m., October 24, 2019.....	Deadline for receiving nominations
November 22, 2019.....	Email notification of semi-finalists
Week of December 2, 2019.....	Interview of semi-finalists by committee
Week of December 2, 2019.....	Email Notification of finalists
Weeks of January 13, 20, 27, Feb. 3, 10, 17, 20, 2020.....	Classroom visitations
To Be Announced.....	Announcement of 2019 STARS Award Recipients
To Be Announced.....	BOT Awards Banquet

**RISD EXCELLENCE IN EDUCATION STARS AWARD
NOMINATION FORM**

**FOR THIS NOMINATION TO BE CONSIDERED, THE NOMINATOR MUST COMPLY WITH
THE FOLLOWING INSTRUCTIONS**

As only the nomination form is used to determine which nominees will proceed to the interview phase, it is imperative that it be as specific, professional, and detailed as possible.

The form consists of pages 2 through 8. **EACH SECTION MUST BE COMPLETED** or the nomination will **NOT** be considered by the committee.

Information and comments must be typed only in the space provided (pages 2 through 8), **only under the appropriate heading**, and **only on the form dated August 2019**. **The back of the page may not be used**. Multiple comments for each section are desirable. Forms are available in the following formats: printed copy, electronic copy (e-mail attachment), or through the Excellence in Education website (risdfoundation.org)

DO NOT ADD ADDITIONAL PAGES. NO ATTACHMENTS OF ANY KIND to pages 2 through 8 will be considered by the committee. **TYPE: Font – Times New Roman; Size - no smaller than 10 pt.** and **NO REDUCTIONS**. *Any deviation of award guidelines (example: incorrect font) may result in reduction of score*

Only one nomination per teacher will be considered; this will be the first one received by the committee. However, a school may nominate as many applicants as they choose.

Return the completed form in its entirety (pages 2 through 8) to: Debbie Clark, RISD Excellence in Education STARS Teacher Award Committee, PDC A3, 701 W. Beltline Rd., Richardson, Texas 75080, or send electronically to debbie.clark@risd.org. If you have any questions or need more information about completing the application, please call Debbie Clark at 469-593-0753.

Deadline is **October 24, 2019** at 3:00 p.m.

The nomination form becomes the property of the RISD Excellence in Education STARS Award Committee and will not be returned.

All information and deliberations will be kept confidential. **Information from nominations will be used to recognize recipients only.**

The purpose of this award is to recognize and reward innovation, creativity and outstanding teaching in the classroom. For your application to have the most impact, all comments in each section should reflect these traits. Good Luck!

RISD EXCELLENCE IN EDUCATION STARS AWARD 2019

I WISH TO SUBMIT THE NAME OF:

NAME:

TEACHING ASSIGNMENT:

CAMPUS:

CAMPUS PHONE:

HOME PHONE:

MOBILE PHONE:

DISTRICT EMAIL:

SOCIAL SECURITY NUMBER *required for tax purposes if an award recipient:*

YEARS OF EXPERIENCE:

RISD:

TOTAL:

NOMINATED BY:

CONTACT NUMBER:

RELATIONSHIP TO NOMINEE *(select one):*

- Co-Worker:
- RISD Parent:
- Student:
- Spouse:
- PTA:

DATE:

NOMINATOR COMMENTS

State your primary reason for this nomination. Be specific about such things as effect on students, innovation, and creativity

TEACHING PERFORMANCE

Describe the characteristics of teaching performance. Please complete the appendix on page 8 with specific student performance data.

CO-WORKER COMMENTS

What separates this teacher from other good teachers you have worked with?

SCHOOL PARENT/STUDENT COMMENTS

What separates this teacher from other good teachers you have experienced? Please include *a minimum* of three parent comments and 3 student comments, one of which must be a current parent and a current student.

PRINCIPAL/SUPERVISOR COMMENTS

May be one or more of the following: Principal, Assistant Principal, Department Chair, etc. What have you observed that sets this teacher apart from other good teachers you have observed?

STUDENT PERFORMANCE DATA APPENDIX

Please include all the data for the 2018-2019 (or most recently available) school year that supports student performance in your classroom. (Example: Primary Assessment, STAAR, contests, awards, etc.)