Educator of the Year Candidate Nomination Materials Evaluation Rubric

Candidate Identification								Date	
Category:	1	2	3	4	5	6	7	8	
	Classroom Elementary Teacher	Classroom Middle School Teacher	Classroom High School Teacher	School Administrator	Student Support Personnel	Early Career Educator	Private/Parochial	Educational Service Personnel	

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SECTION	1	2	3	4	Points
Nominator's	Uses descriptions and	Uses descriptions and examples	Uses specific descriptions and	Uses specific descriptions and	
Recommendation	examples but does not	with little explanation of what	examples that adequately	numerous examples that	
	explain what qualities the	qualities the nominee possesses	explains what qualities the	exceptionally explain what	
	nominee possesses and what	and what activities have been	nominee possesses and what	qualities the nominee	
	activities have been	undertaken on behalf of schools	activities have been undertaken	possesses and what activities	
	undertaken on behalf of	and students that qualify the	on behalf of schools and	have been undertaken on	
	schools and students that	nominee as deserving of	students that qualify the	behalf of schools and students	
	qualify the nominee as	recognition.	nominee as deserving of	that qualify the nominee as	
	deserving of recognition.		recognition.	deserving of recognition.	
Letters of	Less than five letters of	Five letters of recommendation	A minimum of five letters of	Multiple letters of	
Recommendation	recommendation were	are submitted but are not from	recommendation is submitted.	recommendation are	
	submitted.	three of the following	Letters are written from three	submitted for all categories:	
		categories: Teacher,	of the following categories:	Teacher, Administrator,	
		Administrator, Parent, Student,	Teacher, Administrator, Parent	Parent, Student, and	
		or Community Member	or Student, or Community	Community Member	
			Member	-	
Professional	The Biography description is	The Biography description is	The Biography description	The biography description	
Biography	missing two or more	missing one or more elements	contains all required	contains all required	
	elements required including	required including influence,	elements including influence,	elements and is written and	
	influence, continuous	continuous professional	continuous professional	presented in a professional	
	professional development,	development, contributions and	development, contributions and	manner.	
	contributions and resume	resume	resume.		
Other	No additional information	Information submitted did not	Information submitted	Information submitted	
Information/	was submitted	describe how the nominee has	documents that the nominee	included specific examples	
Responses to		gone beyond the normal job	goes beyond his/her job	and information that	
Questions		responsibilities.	responsibilities.	described how the nominee	
C			•	has gone beyond normal job	
				responsibilities to	
				exemplify excellence.	
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Comments			1	<u> </u>	
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Total	Score	
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