Educator of the Year
Candidate Nomination Materials
Evaluation Rubric

Candidate Identification _____ Date _____

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

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

Total Score _____

This rubric will be used as a guide for the judging of the Educator of the Year nomination books.

SAMPLE