



REGIONAL OFFICE OF EDUCATION  
KANE COUNTY

Patricia Dal Santo, Regional Superintendent

Date: November 2019  
To: Kane County Administrators  
RE: **45<sup>th</sup> Annual Educator of the Year Awards Banquet – May 1, 2020**

Enclosed please find the announcement and nomination form for our Kane County Educator of the Year Awards. We would appreciate your help in distributing and/or posting these announcements in your building. Also, please share this information with your department chairpersons and other interested individuals.

We are pleased to be able to continue offering this fine recognition program for our area educators. We will honor teachers, administrators and support staff as representatives of the outstanding professionals we have in Kane County.

Please note that the dinner will be held on **Friday, May 1, 2020 at the Q Center, 1405 North Fifth Avenue, St. Charles, IL 60174.** The social hour will be held at 5:30pm with dinner at 6:30pm. **MARK YOUR CALENDARS NOW!!!**

**Nomination books are due to the ROE on Monday, March 2, 2020.** The ROE has created a video reference guide for the nomination book, please visit <https://www.youtube.com/watch?v=vimHALzvCyk&feature=youtu.be>

Tickets will be available on Monday, April 6, 2020 through your local district office. Enclosed are flyers to post throughout your building.

During the month of March, ROE staff will be scheduling a time to record a video interview of the nominee during the school day.

Your support and assistance, as always, is appreciated in recognizing the many wonderful educators we have in Kane County.

Yours in Education,

Patricia Dal Santo, Regional Superintendent  
Kane County Regional Office of Education

Deanna Oliver, Assistant Superintendent  
Kane County Regional Office of Education

PDS/aeK

Enclosures

28 N. First St. Geneva, IL 60134  
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kaneroe.org



REGIONAL OFFICE OF EDUCATION  
KANE COUNTY

## Kane County Educator of the Year

### 2020 Nomination Form

(Must Be Typed)

Name on Plaque: \_\_\_\_\_  
*Title First Middle Last*

Home Address: \_\_\_\_\_

Home City/State/Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

District: \_\_\_\_\_ School: \_\_\_\_\_ School Phone: \_\_\_\_\_

Subject Taught (if applicable): \_\_\_\_\_

Position Held: \_\_\_\_\_

Grade Level: \_\_\_\_\_ Years in Professional Education: \_\_\_\_\_

Email Address: \_\_\_\_\_

School Colors: \_\_\_\_\_

#### Nomination Content must include:

1. Completed Nomination Form
2. Local Nominating Committee Form
3. Nomination based on attached guidelines.

***Please note that these are minimum guidelines. We encourage the inclusion of any other supporting documents, materials, photos, pictures and/or drawings in their nomination books.***

**The nominee must attend the banquet to be honored. Nomination books should be submitted in a bound format.**

If you would like to view a video reference guide for the nomination book please visit

<https://www.youtube.com/watch?v=vimHALzvCyk&feature=youtu.be>

Please return this form and all accompanying documentation by **Monday, March 2, 2020** to the Kane County Regional Office of Education, **28 N. First Street, Geneva, Illinois 60134**. Additional forms can be found on our website at [www.kaneroe.org](http://www.kaneroe.org).

## LOCAL NOMINATING COMMITTEE

Nominees should be exceptionally skillful and dedicated individuals in any regional school, pre-kindergarten through grade 12, who are planning to continue in an **active** role in education. Nominations should be made without regard to age, sex, race, religion, or education position. Nominees should have the respect and admiration of students, parents, and co-workers. They should play active and useful roles in their communities as well as in the schools; often distinguishing themselves as leaders. Their most important quality should be their superior ability to inspire the love of learning in students of all backgrounds and abilities.

It is expected that nominations will be a joint effort of teachers and administrators. A cooperative effort will strengthen this program, which is designed to honor outstanding members of the profession and promote awareness of the quality education being provided in our schools.

*(Must Be Typed)*

Nominee's Name: \_\_\_\_\_  
*Title First Middle Last*

District: \_\_\_\_\_ School: \_\_\_\_\_

Is the nominee aware of his/her nomination? Yes No

If not, when will they be notified? \_\_\_\_\_

Nominee's Category: (See Attached Definitions)

- Elementary/Early Childhood Teacher
- Middle School Teacher
- High School Teacher
- School Administrator
- Student Support Personnel
- Early Career Educator
- Private/Parochial
- Educational Service Personnel

**Please note that for an award to be given there must be at least 3 nominees in the category.**

*I have read this nomination form in full and understand that all nominees are subject to being photographed and videotaped for production and publicity purposes by the Regional Office of Education. This may or may not be limited to photo, print materials, newspaper, social media and electronic newsletters.*

\_\_\_\_\_  
Nominee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chairperson of Nominating Committee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chairperson Contact Number

\_\_\_\_\_  
Chairperson Email Address

**LIST OF STAFF ON NOMINATING COMMITTEE**

**LIST OF ADMINISTRATORS ON NOMINATING COMMITTEE**

## **Nomination Definitions**

### **2020 Kane County Educator of the Year**

The 2020 awards will be presented at the Kane County Educator of the Year Awards Banquet on Friday, May 1, 2020 at the Q Center, 1405 North Fifth Avenue, St. Charles, Illinois.

Nominations can be made in (8) eight categories.

1. **Classroom Elementary/Early Childhood Teacher** – A teacher who spends more than 50 percent of the time instructing students. A minimum 5 years teaching experience. (PreK-5)
2. **Classroom Middle School Teacher** – A teacher who spends more than 50 percent of the time instructing students. A minimum 5 years teaching experience.
3. **Classroom High School Teacher** – A teacher who spends more than 50 percent of the time instructing students. A minimum 5 years teaching experience.
4. **School Administrator** – District superintendents, assistant superintendents, principals, assistant principals, coordinators, directors, or others whose responsibilities are more than 50 percent administrative.
5. **Student Support Personnel** – School nurse, psychologist, social worker, guidance counselor, media/librarian/audio visual, or speech/language therapist who spends more than 50 percent of their time in the indicated field.
6. **Early Career Educator** – Teachers in their second to fifth year of teaching career may be nominated for the Outstanding Early Career Educator award. The criteria for this award are the same as for any teacher but publicly recognize the accomplishments of a teacher in the early years of her/his career.
7. **Private/Parochial** – Any position from a private/parochial school.
8. **Educational Service Personnel** – Includes secretaries, aides, cafeteria workers, custodians, bus drivers, crossing guards and others.

**Please note that in order for an award to be given there must be at least 3 nominees in the category.**

## **Nomination Guidelines for all Categories Except Educational Service Personnel**

*Please note that these are guidelines and we strongly encourage additional supporting materials in the nomination book.*

### **Section 1 – Nominator’s or Committee’s Recommendation**

Using specific descriptions and examples, 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.

**Length: Minimum of two double-spaced pages, maximum of 4 pages**

### **Section 2 - Letters of Recommendation**

Letters of recommendation are required, at least one letter should be written by an individual in each of the following categories: Teacher, Administrator, Parents, Student and a Community Member. **Each letter should be labeled to indicate the category and letters should from within the last 2 years.**

### **Section 3 – Professional Biography**

Describe background and experiences that influenced the nominee to become an educator. How have they continuously participated in professional development to enhance content knowledge and improve teaching skills? What are their greatest contributions and accomplishments in education? This could include biographical information, education experiences, awards/honors, or other activities.

Include a current resume with the following information:

- A. Colleges and universities attended including postgraduate studies and indicate degrees earned;
- B. List teaching history indicating time period, grade level and subject area;
- C. List professional association memberships including information regarding offices held and other relevant activities;
- D. List examples of professional leadership;
- E. List awards and other recognition

**Other information as determined by the nominee or nominating committee includes:**

**Philosophy of Teaching** – Describe the nominee’s personal feelings and beliefs about teaching, including their own ideas of what makes them an outstanding educator. Describe the rewards the nominee finds in teaching.

**Student Success** – How has the nominee demonstrated leadership skills and incorporated the Illinois Learning Standards and Common Core Standards in her/his teaching for all students so that all of them have the opportunity to meet and exceed standards?

**Collaboration** – How has the nominee demonstrated excellence as a contributing member of a collaborative learning culture? How has the nominee worked with colleagues, parents, families, and the community to improve teaching and learning, and foster teamwork among students?

**Teaching Profession** – What has the nominee done to strengthen and improve the teaching profession, i.e. leadership skills, collaboration, advocacy, professional development, Illinois Learning Standards, Common Core Standards, or other areas of current focus? What is or should be the basis for accountability in the teaching profession?

# Nomination Guidelines for Educational Service Personnel

## Section 1 – Nominator’s Recommendation

Using specific descriptions and examples, succinctly explain what qualities the nominee possesses and what activities have been undertaken on behalf of schools and students that quality the nominee as deserving of recognition

Length: Maximum of two double-spaced pages

## Section 2 – Letters of Recommendation

A minimum of three letters of recommendation are required. Letters should be written by individuals from three of the following categories: Teacher, Administrator, Parent or Student. **Each letter should be labeled to indicate the category and letters should from within the last 2 years.**

## Section 3 – Professional Biography

Describe background and experiences that led to involvement in the educational system and activities which improve performance. This could include biographical information, educational background, awards, or other honors.

## Section 4 – Response to Questions

In answering the questions below, provide specific examples and information which describe how the nominee has gone above and beyond normal job responsibilities to exemplify excellence.

1. How has the nominee demonstrated excellence in the fulfillment of duties?
2. How has the nominee demonstrated concern for children?
3. What positive effect has the nominee had on the school environment?
4. How has the nominee shown leadership or inspired others to achieve?
5. How has the nominee gone above and beyond what would be expected in the fulfillment of duties?

# Educator of the Year Candidate Nomination Materials Evaluation Rubric

Candidate Identification \_\_\_\_\_ Date \_\_\_\_\_

Category:	1 Classroom Pre-School/Teacher	2 Classroom Elementary/Teacher	3 Classroom Middle School/Teacher	4 Classroom High School/Teacher	5 School Administrator	6 Student Support Personnel	7 Early Career Educator	8 Private/Panochial	9 Educational Service Personnel
SECTION	1	2	3	4	5	6	7	8	9
<b>Nominator's Recommendation</b>	Uses descriptions and examples but <b>does not explain</b> 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 <b>little explanation</b> 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 <b>specific</b> descriptions and examples that <b>adequately</b> 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 <b>specific</b> descriptions and <b>numerous examples</b> that <b>exceptionally</b> 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.					
<b>Letters of Recommendation</b> (Letters should be within the last 2 years)	<b>Less than five letters</b> of recommendation were submitted.	Five letters of recommendation are submitted but are <b>not from three of the following categories:</b> Teacher, Administrator, Parent, Student, or Community Member	A minimum of five letters of recommendation is submitted. Letters are written from <b>three of the following categories:</b> Teacher, Administrator, Parent or Student, or Community Member	Multiple letters of recommendation are submitted <b>for all categories:</b> Teacher, Administrator, Parent, Student, and Community Member					
<b>Professional Biography</b>	The Biography description is <b>missing two or more elements required</b> including influence, continuous professional development, contributions and resume	The Biography description is <b>missing one or more elements required</b> including influence, continuous professional development, contributions and resume	The Biography description <b>contains all required elements</b> including influence, continuous professional development, contributions and resume.	The biography description <b>contains all required elements</b> and is <b>written</b> and presented in a <b>professional</b> manner.					
<b>Other Information/ Responses to Questions</b>	No additional information was submitted	Information submitted <b>did not describe how the nominee has gone beyond the normal job responsibilities.</b>	Information submitted documents <b>that the nominee goes beyond his/her job responsibilities.</b>	Information submitted included <b>specific examples</b> and <b>information that described how the nominee has gone beyond normal job responsibilities to exemplify excellence.</b>					
Comments									

Total Score \_\_\_\_\_

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