

SBISD

TEACHER OF THE YEAR PROCEDURES

- A memo is sent to each campus inviting them to submit a nominee for the Teacher of the Year award.

The selection of the Teacher of the Year Committee is as follows:

- The Teacher of the Year Committee always has the president of the Board of Trustees or a designee on it.
- A memo is sent to the following organizations asking that the president or a designee serve on the committee: the Spring Branch Education Association, the Program Development Council, the Spring Branch Educational Support Association, the Association of Texas Professional Educators, and the PTA Council.
- Also serving on the committee is the past Teacher of the Year.
- A memo is sent to the executive directors of elementary and secondary instruction requesting that they name an elementary principal and elementary coordinator and a secondary principal and secondary coordinator to serve on the committee.
- When all the recommendations are in, the people are notified of their selection to serve on the nominating committee.

Procedures followed after selection of the committee:

- After all the Teacher of the Year nominees have turned in their required material, the compiled information is sent to the committee members for their selection of the top five candidates.
- The five candidates are interviewed by the committee and the Teacher of the Year is chosen from this group.
- Since our TOY is announced at our Service Awards Reception, the winner is kept confidential until that time. The only information given out before the reception is the names of the five finalists.
- Supporting memos for all these activities are attached.