

Guidelines for Outstanding Educator Awards

The Committee shall use the criteria listed below for the selection of Outstanding Educator Award recipients.

A. Number of Awards

Two awards shall be given annually. One shall go to an elementary educator and the other to a secondary educator.

B. Eligibility

All professional employees, except full time administrators, who have five (5) or more years of service in Penn Manor School District shall be eligible.

C. Qualities to be Evaluated

The recipients shall be judged on their ability to bring about educational growth in students and on the quality of their relationships with students.

D. Nominations

Nominations shall be solicited in the form of letters of recommendation, e-mails, or completed nomination forms supplied by the School District. Nominations shall be accepted from students, parents/guardians, colleagues in the Penn Manor Schools.

E. Selection

School Board members assigned to employee recognition functions for the District and Building Principals shall comprise the Outstanding Educator Selection Committee. All nominations shall be reviewed by this committee and the two winners chosen. Each person shall be considered as being nominated only once regardless of the number of letters which are received for any one individual.

F. Notification of Nominees

All nominees for the Outstanding Educator Awards shall be notified of this recognition by the Superintendent. Letters of nomination, nomination forms, and e-mails, however, shall not be made available to those nominated.

G. Recognition of Winners

Names of the nominees shall not be revealed, just the two winners. The names of these two winners shall be engraved on plates and affixed to the "Outstanding Educators" plaque maintained in the Office of the Superintendent. Public recognition of award winners shall be made at the District annual Employee Recognition Dinner.