*Bellevue Association of Educational Office Professionals*

### Certificated Educator of the Year

### GUIDELINES

1. This award will be presented for excellent achievement in the manner in which the candidate does their job.
2. A sponsor may nominate only one candidate.
3. One (1) copy of the application must be submitted.
4. All nominations must be emailed to the Awards Chairperson, by April 18th (11:59pm).
5. Applications that do not follow the guidelines will be disqualified.
6. One letter of endorsement is required from the sponsor nominating the candidate.
7. The sponsor need not be a BAEOP member.
8. Awards committee is made up of a panel of judges consisting of BAEOP members.
9. All candidates and the sponsors will be notified immediately after the judges have made a decision.
10. The BAEOP Certificated Educator of the Year winner will be recognized at the Year End Awards Banquet.
11. BAEOP’s winner may be forwarded to NAEOP by the association, if they also qualify for the award at that level.

**CRITERIA FOR JUDGING**

A candidate will be evaluated in the following categories:

1. Recommendation of sponsoring member or individual 5%
2. Experience in the field of education 15%
3. Educational background (academic) 10%
4. Membership/leadership responsibility in professional association 5%
5. Contributions and achievements in education 10%
6. Awards received relative to work in education 5%
7. Letter of endorsement from nominating individual 5%
8. Support of educational office professional 45%

# ELIGIBILITY

1. Candidate must be a member of the national educational association that represents their professional occupation.
2. Candidate must have been employed as a Certificated Educator for three (3) years.
3. Candidate must be currently employed by BSD as a Certificated Educator.

**Email the completed Nomination Form and Letter of Endorsement by**

**11:59PM on April 18th to:**

|  |  |
| --- | --- |
| ***Roopa Bansal*****Tyee Middle School** | bansalr@bsd405.org |
| ***Kavya Rao*****Tyee Middle School** | Raok@bsd405.org |

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***NOMINATION FORM***

**Certificated Educator of the Year Award**

(To be completed by person nominating the candidate)

**PLEASE TYPE OR PRINT LEGIBLY**

# Name of Candidate

School or Department

Title of job position Telephone (work)

Years employed by BSD \_\_\_\_\_\_\_\_\_\_\_\_ Years member of professional

Level of Education Honors or Awards (optional)

**Basis for selection of nominee:** Details of why you have chosen to nominate the above nominee will be presented in your Letter of Endorsement. In the space provided below, please list appropriate information that pertains to the following categories: professional growth, professional association participation, leadership, interpersonal relationships and professionalism. This may be a general list with more details in your letter.

Name of Person nominating this candidate (Print)

Signature of Person nominating this candidate

Position School/Department

Date