

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: December 7, 2007

To: Principals, Division and Department Heads, Childhood Development Center Administrators, Governance Team Chairs and SDEA Representatives

Subject: SITE TEACHER OF THE YEAR NOMINATIONS

Department and/or Persons Concerned: Principals, Division and Department Heads, Childhood Development Center Administrators, Governance Team Chairs and SDEA Representatives and all members of the school community

Due Date: **Thursday, January 31, 2008** - Name of site Teacher of the Year nominee (Attachment 1)

Reference: National Day of the Teacher (May 6, 2008)

Action Requested:

1. Print and distribute a copy of the circular and attachment to the school's SDEA representative or principal designee, if there is no school site SDEA representative
2. Identify a teacher, selected by teachers, to represent site at the May 6, 2008, Day of the Teacher celebration.
2. Submit name of site Teacher of the Year by **Thursday, January 31**. (Attachment 1)
3. Encourage the site teacher to apply for the district Teacher of the Year award.

Brief Explanation:

On May 6, 2008, San Diego Unified School District will recognize the National Day of the Teacher. Unlike previous years, the Day of the Teacher celebration will **not** be held as part of a Board of Education meeting. This change will allow honorees, guests, board members and the district leadership team to celebrate, socialize and mingle without interruption. During the celebration, school site Teachers of the Year will be honored and the San Diego Unified School District Teacher of the Year awardees will be announced.

The site SDEA representative (or principal designee, if there's not a site SDEA representative) should hold nominations and conduct a secret ballot to select the school site's Teacher of the Year. Submitting nominations and voting are limited to teachers at the site. Nominees should be classroom teachers with a

minimum of five years full-time teaching experience with San Diego Unified. Previous site Teachers of the Year can be nominated and selected again.

After the election, the name of the site Teacher of Year (Attachment 1) should be submitted to the Communications Department by **Thursday, January 31**. Site nominees have the option to apply for the district Teacher of the Year award, if they meet the criteria. Application packets for district Teacher of the Year will be available February 1, 2008. The deadline to submit district Teacher of the Year application materials is 5 p.m. on Thursday, February 21, 2008.

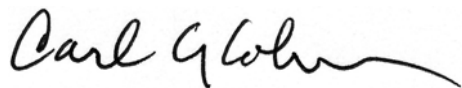
Submit Site Teacher of the Year Nomination Forms (Attachment 1) to Linda Zintz in Communications by **5 p.m. on Thursday, January 31**, via:

- Email to lzintz@sandi.net;
- Fax to (619) 725-5576; or
- School mail to Education Center, Room 2145, Attention: Linda Zintz.

For information or with questions regarding the site or district Teacher of the Year process, contact Linda Zintz at (619) 725-5568 or lzintz@sandi.net.

Ursula Kroemer
Director
Communications Department

APPROVED:



Carl A. Cohn
Superintendent of Schools

UK:lz

Attachments (1)

Distribution: Lists A, C, D, E, F, and O

San Diego Unified School District

SITE NOMINATION FOR TEACHER OF THE YEAR

Dear SDEA Representative/Principal Designee:

It's time to select your school's 2008-09 Teacher of the Year. Please solicit nominations and conduct a secret ballot to select your site's designee. Only teachers should nominate and vote. Nominees should be classroom teachers with at least five years of full-time teaching experience in San Diego Unified School District. Previous site Teachers of the Year can be nominated and selected. All school site Teachers of the Year will be honored at the Day of the Teacher Celebration on May 6, 2008.

Site nominees will have the option to apply for the district's Teacher of the Year award, if they meet the criteria. District Teacher of the Year applications will be available February 1, 2008. District Teacher of the Year awardees will also be recognized at the May 6 Day of the Teacher Celebration.

If your site does not have a nominee, please check the appropriate box and submit the form.

School Name:	<input type="checkbox"/> No Site Nominee
Phone:	

Site Teacher of the Year:	No. of years teaching:
Phone:	E-mail:

SDEA Representative/Designee:	
Phone:	E-mail:

Principal's Name:	E-mail:

**Return by January 31, 2008, to
Linda Zintz in Communications via one of the following:**

E-mail: lzintz@sandi.net • Fax: (619) 725-5576 • School mail: Education Center, Room 2145

If faxing or e-mailing, call (619) 725-5568 to confirm receipt.

Questions? Contact Linda Zintz at (619) 725-5568 or lzintz@sandi.net.