

GUIDELINES AND  
NOMINATION FORM  
2017-2018

Western Québec School Board  
Awards for Teaching Excellence



## **AWARDS for TEACHING EXCELLENCE**

The Western Québec School Board Awards for Teaching Excellence are established to honour excellence in teaching. Recipients will be chosen among the nominations to receive the Western Quebec School Board Award for Excellence in Teaching.

### **ELIGIBILITY**

To be eligible to receive a Western Québec Award for Teaching Excellence the recipient must meet the following two criteria:

- Nominee must be a teacher in the employ of the Western Québec School Board
- Nominee must have taught during the school year 2017-2018

### **NOMINATORS**

Nominators can be any employee, parent or student of the Western Québec School Board. Self-nominations or nominations from immediate family members will not be accepted.

### **HOW RECIPIENTS ARE CHOSEN**

The Human Resources Standing Committee of the Western Québec School Board will review and judge all nominations and determine the winning candidates based on the selection criteria.

### **OFFICIAL RECOGNITION**

The recipients of the Western Quebec School Board Awards for Teaching Excellence will be announced at a ceremony on November 1<sup>st</sup>, 2018.

## **SELECTION CRITERIA (From the Prime Minister's Award of Excellence in Teaching)**

Award recipients are selected based on the excellence and innovation of their teaching practices, their ability to achieve outstanding results with students, to inspire them to learn and continue learning and to equip them with the knowledge, attitudes and skills they will need to succeed in a 21st century society and economy. In selecting award recipients, the committee looks for clear evidence that nominees have excelled in all of the following five areas:

### **1. Innovative and Exemplary Teaching Practices**

The nomination text should describe and provide concrete examples of the teaching practices that best show the teacher's contribution to his or her students' learning. Evidence may include the following:

- creating a particularly stimulating and innovative learning environment;
- creatively integrating a subject with, and across, other disciplines;
- integrating hands-on strategies and problem solving activities into daily teaching practices;
- using ICT in the classroom in innovative ways to improve student learning and outcomes;
- implementing provincial or territorial policies and curricula in an exceptional fashion to meet the specific needs of his or her students;
- involving parents in student learning;
- developing community or business-education partnerships;
- demonstrating the relevance of a subject to society; and,
- providing constructive feedback to students.

### **2. Digital Literacy and Information and Communications Technologies (ICT) in the Classroom**

The nomination text should clearly describe and provide concrete examples of teaching practices. Evidence may include the following:

- Innovative and effective use of ICT in the classroom;
- integrating ICT into the curriculum and across disciplines;
- incorporating best practices related to ICT into lesson plans;
- developing collaborative computer or Internet based projects, learning materials and resources, or showing leadership in the use of these resources;
- educating students about media awareness, cyber bullying and the safe and ethical use of the Internet - in turn, helping them become good "cyber citizens";
- using assistive devices (such as speech readers, etc.) to support children with special needs;
- providing opportunities for students to be actively engaged in hands-on learning, using a variety of multimedia technologies; and,
- helping students in remote communities access quality learning materials and providing them with equal opportunities for success through the use of ICT.

### **3. Student Skills Development**

The nomination text should describe and provide concrete examples of evidence of student skills development such as students' ability to do the following:

- listen, understand and communicate effectively;
- demonstrate positive attitudes and behaviours;
- be creative and innovative;
- be flexible and adaptable;
- work independently or collaboratively with others as a team;
- think critically and act logically;
- identify problems and implement solutions;
- show leadership and take initiative;
- Use tools, technology and information systems effectively;
- find, organize and apply knowledge and information from various fields;
- set goals and manage time effectively;
- be responsible for actions taken;
- work safely; and,
- learn continuously.

### **4. Student Achievement and Participation**

The nomination text should describe and provide concrete examples of the teachers' role in fostering student achievement and participation with individual students, groups, classes, or the community.

Evidence may include the following:

- fostering high attendance rates;
- receipt of individual awards or scholarships;
- outstanding engagement of students (regardless of their level or abilities);
- superior student participation in extracurricular activities, educational partnerships, and co-op or apprenticeship programs, beyond course requirements;
- superior student participation in collaborative online learning;
- superior voluntary participation of students in Advanced Placement courses;
- superior student tutoring or mentoring activities;
- superior in-class assessment, district, or school board examination results;
- high achievement in provincial, territorial, national and international contests or exams; and,
- positive testimonials, such as letters from parents, students, administrators, businesses, and education partners.

## 5. Teacher Commitment and Leadership

The nomination text should describe and provide concrete examples of evidence of teacher commitment and leadership, such as the teacher's role in the following:

- demonstrating a passion for teaching;
- organizing or delivering professional development courses, workshops or other in-service activities;
- organizing or participating in extracurricular activities for students and/or the school as a whole;
- developing and disseminating curricula and learning materials;
- preparing articles or newsletters that contribute to the teaching profession;
- developing subject matter and teaching expertise through professional development;
- doing volunteer work; and,
- mentoring new teachers in all aspects of the profession and acting as a role model.

## **HOW TO APPLY:**

Please send by email to [tkharyati@wqsb.qc.ca](mailto:tkharyati@wqsb.qc.ca) by June 30<sup>th</sup>, 2018 to:

Terry Kharyati, Director of Human Resources

Western Québec School Board

## **Application must include all three parts of the process:**

- Nomination Form (Including the signature of the Principal/Centre Director) (Part 1);
- A description of how the candidate demonstrates the competencies in the selection criteria (Part 2);
- Letters of support from each (Part 3):
  - A colleague impact statement
  - A student/parent impact statement
  - The school principal

# Western Québec School Board Awards for Teaching Excellence

## 2017-2018 Nomination Form

### Part 1: Nominee

#### Nominee's Personal Information

Last Name: \_\_\_\_\_ First name: \_\_\_\_\_

School Name: \_\_\_\_\_ Level(s) taught: \_\_\_\_\_

Subject(s) taught: \_\_\_\_\_

Signature of Nominee: \_\_\_\_\_ Date: \_\_\_\_\_

By signing this form, I support this nomination.

#### Nominator

To be completed by either an individual nominator or a representative of a nominating group

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

School Name: \_\_\_\_\_ Current position: \_\_\_\_\_

Email: \_\_\_\_\_ Tel: \_\_\_\_\_

Signature of Nominator: \_\_\_\_\_ Date: \_\_\_\_\_

By signing this form, I support this nomination.

All personal information collected in the nomination package is protected under the Privacy Act.

#### Principal

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Signature of Principal: \_\_\_\_\_ Date: \_\_\_\_\_

By signing this form, I, the Principal/supervisor support this nomination.

#### Checklist

- Nomination Form (Including the signature of the Principal/Centre Director) (Part 1);
- A description of how the candidate demonstrates the competencies in the selection criteria (Part 2); and,
- Letters of support from each (Part 3):
  - A colleague impact statement
  - A student/parent impact statement
  - The school principal

**Part 2: Nomination Text Template**

<b>Introductory Statement</b>	An effective introduction should be compelling and engage the awareness of the Committee.



**Innovative  
and  
Exemplary  
Teaching  
Practices**

The nomination text should describe and provide concrete examples of the teaching practices that best show the teacher's contribution to his or her students' learning. Evidence may include the following:

- creating a particularly stimulating and innovative learning environment;
- creatively integrating a subject with, and across, other disciplines;
- integrating hands-on strategies and problem solving activities into daily teaching practices;
- using ICT in the classroom in innovative ways to improve student learning and outcomes;
- implementing provincial or territorial policies and curricula in an exceptional fashion to meet the specific needs of his or her students;
- involving parents in student learning;
- developing community or business-education partnerships;
- demonstrating the relevance of a subject to society; and,
- providing constructive feedback to students.

A description (evidence can be attached to nomination form) of how the candidate demonstrates the competencies in the selection criteria:

**Digital Literacy and Information and Communications Technologies (ICT) in the Classroom**

The nomination text should clearly describe and provide concrete examples of teaching practices. Evidence may include the following:

- Innovative and effective use of ICT in the classroom;
- integrating ICT into the curriculum and across disciplines;
- incorporating best practices related to ICT into lesson plans;
- developing collaborative computer or Internet based projects, learning materials and resources, or showing leadership in the use of these resources;
- educating students about media awareness, cyber bullying and the safe and ethical use of the Internet - in turn, helping them become good “cyber citizens”;
- using assistive devices (such as speech readers, etc.) to support children with special needs;
- providing opportunities for students to be actively engaged in hands-on learning, using a variety of multimedia technologies; and,
- helping students in remote communities access quality learning materials and providing them with equal opportunities for success through the use of ICT.

A description (evidence can be attached to nomination form) of how the candidate demonstrates the competencies in the selection criteria:

**Student Skills Development**

The nomination text should describe and provide concrete examples of evidence of student skills development such as students' ability to do the following:

- listen, understand and communicate effectively;
- demonstrate positive attitudes and behaviours;
- be creative and innovative;
- be flexible and adaptable;
- work independently or collaboratively with others as a team;
- think critically and act logically;
- identify problems and implement solutions;
- show leadership and take initiative;
- Use tools, technology and information systems effectively;
- find, organize and apply knowledge and information from various fields;
- set goals and manage time effectively;
- be responsible for actions taken;
- work safely; and,
- learn continuously.

A description (evidence can be attached to nomination form) of how the candidate demonstrates the competencies in the selection criteria:

**Student  
Achievement  
and  
Participation**

The nomination text should describe and provide concrete examples of the teachers' role in fostering student achievement and participation with individual students, groups, classes, or the community. Evidence may include the following:

- fostering high attendance rates;
- receipt of individual awards or scholarships;
- outstanding engagement of students (regardless of their level or abilities);
- superior student participation in extracurricular activities, educational partnerships, and co-op or apprenticeship programs, beyond course requirements;
- superior student participation in collaborative online learning;
- superior voluntary participation of students in Advanced Placement courses;
- superior student tutoring or mentoring activities;
- superior in-class assessment, district, or school board examination results;
- high achievement in provincial, territorial, national and international contests or exams; and,
- positive testimonials, such as letters from parents, students, administrators, businesses, and education partners.

A description (evidence can be attached to nomination form) of how the candidate demonstrates the competencies in the selection criteria:

**Teacher  
Commitment  
and  
Leadership**

The nomination text should describe and provide concrete examples of evidence of teacher commitment and leadership, such as the teacher's role in the following:

- demonstrating a passion for teaching;
- organizing or delivering professional development courses, workshops or other in-service activities;
- organizing or participating in extracurricular activities for students and/or the school as a whole;
- developing and disseminating curricula and learning materials;
- preparing articles or newsletters that contribute to the teaching profession;
- developing subject matter and teaching expertise through professional development;
- doing volunteer work; and,
- mentoring new teachers in all aspects of the profession and acting as a role model.

A description (evidence can be attached to nomination form) of how the candidate demonstrates the competencies in the selection criteria:

**Concluding  
Statements**

An effective conclusion should summarize your nominee's overall achievements. Consider it as a final opportunity to convince the Committee that your nominee deserves this prestigious honour.

Part 3:

Attach letters of support:

- A colleague impact statement
- A student/parent impact statement
- The school principal