



**2025 USD 320  
Elementary &  
Secondary  
Teacher of the Year  
Package**

**KANSAS**  
Teacher of the Year



**2025 NOMINATION FORM**

**In Association With The  
Kansas Teacher Of The Year Program**

# PROCEDURES AND TIME LINE FOR USD 320 AND THE KANSAS TEACHER OF THE YEAR PROGRAM

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September 2023	The Kansas State Department of Education distributes the 2025 Kansas Teacher of the Year nomination package.
<b><u>September 8, 2023</u></b>	<b>Online application program for 2025 Kansas Teacher of the Year nomination opens at 8:00 a.m.</b>
September 8, 2023	USD 320 distributes the USD 320 Teacher of the Year nomination package to each building principal. The building principal will be responsible for distributing the package to all building employees and to members of the school site council.
September 22, 2023	Nominations for the USD 320 Teacher of the Year are submitted to each building principal. The principal will select no more than two or in the case of the high school three, teachers as that building's Teacher of the Year nominees.
September 27, 2023	Each building principal will distribute the USD 320 Teacher of the Year application form to those teachers who have been selected as a nominee for the USD 320 Teacher of the Year.
October 9, 2023	Applications for the USD 320 Teacher of the Year are to be turned in to the building principals. The building principal will then submit the names and applications to the superintendent.
October 13, 2023	The nomination committee completes the selection process by choosing one elementary and one secondary as the USD 320 Teacher(s) of the Year. <b><u>Online application info sent to finalists by building admin.</u></b>
<b>November 9, 2023</b>	<b><u>Online application program for 2025 Kansas Teacher of the Year nominations closes at 5:00 p.m.</u></b>
November 13, 2023	Teachers selected as the USD 320 Teacher of the Year are presented to and recognized by the USD 320 Board of Education, district staff and students at each teacher's respective school.
April 6, 2024	Nominees honored and regional finalists announced at the regional recognition banquets <ul style="list-style-type: none"><li>• Region 1 – Salina (dinner followed by awards program)</li></ul>
September 20, 2024	2025 Kansas Teacher of the Year Leadership Conference, Wichita <i>(Participants include all teachers nominated by their districts for 2025 Kansas Teacher of the Year)</i>
September 21, 2024 <i>(Tentative)</i>	2025 Kansas Teacher of the Year State Awards Banquet, Wichita <i>(Participants include all teachers nominated by their districts for 2025 Kansas Teacher of the Year.)</i>
September 22, 2024	2025 Kansas Teacher of the Year Team Meeting, Wichita <i>(Participants are 2025 Kansas Teacher of the Year and State Finalists)</i>
January 2025	Kansas Teacher of the Year Team Leadership Conference and Legislative Recognition Day, Topeka <i>(Participants are 2025 Kansas Teacher of the Year and State Finalists)</i>
February 20-21, 2025 <i>(Tentative)</i>	Kansas Exemplary Educators Network (KEEN) State Education Conference, Topeka <i>(Participants are KEEN members including Kansas exemplary educators involved in the Kansas Teacher of the Year and other programs)</i>

# **Guidelines and Information**

## **Nominations**

The nominations for the USD 320 Teacher of the Year shall be submitted to each building principal by **September 22, 2023**. The building principal will review all nominees and has the authority to make the decision as to the number of teachers to submit for consideration not to exceed two (2) teachers from each elementary, two (2) teachers from the middle school, and three (3) teachers from the high school. The principal shall have the option to not submit any names for consideration.

Once the building principal has determined the nominees from their respective building, they will give these teachers a nominee's application form. Each nominee, if they so choose, will answer the questions listed on the form. Once this is completed the teacher shall submit their answers to the building principal. The principal will collect the responses from each nominee. The building principal will then forward the responses to the Superintendent.

The Superintendent will then convene the district selection committee. The district selection committee shall be comprised of the superintendent, building administrators, site council members, and former KTOY winners. This committee will review all completed applications and then select one elementary and one secondary teacher as USD 320 Teacher of the Year designees.

## **Assistance for Kansas Teacher of the Year Program**

The two teachers who are selected to be the USD 320 Teacher(s) of the Year will receive assistance from the district as they prepare for the nomination requirements of the State Teacher of the Year process. This assistance will include:

- Secretarial work (for completing the online application),
- Expenses (for photos that are required),
- A substitute teacher (for one day in order to complete the nomination requirements for the State Teacher of the Year program),
- A template (for use in completing the state nomination form requirements).

## **USD 320 Recognition and Rewards**

The teacher(s) selected as the USD 320 Teacher(s) of the Year will be honored at various recognition ceremonies. These recognition opportunities will include peer recognition at a district in-service day, student recognition at the respective teacher's building, the presentation of an award by the Board of Education, and recognition at a Chamber of Commerce luncheon.



# Wamego Public Schools

1008 8<sup>th</sup> Street  
Wamego, KS 66547  
www.usd320.com

Ph: 785 456 7643  
Fax: 785 456 8125

## USD 320 and the 2025 Kansas Teacher of the Year Nomination Form

The Kansas State Department of Education sponsors the Kansas Teacher of the Year program. The mission of this program is, "to build and utilize a network of exemplary teachers who are leaders in the improvement of schools, student performance, and the teaching profession." USD 320 supports this program by establishing local procedures to identify, nominate and select a USD 320 elementary and secondary Teacher of the Year. The teachers who are selected as the USD 320 elementary and secondary Teacher of the Year will be nominated for the Kansas Teacher of the Year.

The criteria to be used when nominating a teacher is as follows:

1. The teacher must be a full time classroom teacher who is planning to continue in an active teaching status for the 2024-2025 school year, and **must have completed a minimum of five years as a classroom teacher.**\*
2. The teacher should be exceptionally skilled, dedicated and inspire students of all backgrounds and abilities to learn.
3. The candidate should have the respect and admiration of students, parents, and colleagues and should play an active and useful role in the community as well as in the school.
4. The nominee should be poised, articulate and possess the energy to withstand a busy schedule.

\* A full time classroom teacher is defined as a teacher who has a group(s) of students for whom he/she is responsible. The teacher's current responsibilities should include-

- Assessment of students including the assignment of grades on a report card
- Preparation of lesson plans;
- Parent-teacher conferences;
- Discipline; and
- Day-to-day functioning of class(es) including duties such as attendance, lunch count, lunch and recess duty, etc.

Name of Nominee

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Using the criteria listed above, please state the reason for nominating this individual. Please use the back of this form to write your response. This document must be turned in to the building principal by **Sept 22, 2023.**



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## USD 320 Teacher of the Year Application Form

To be submitted to your building principal by **October 9, 2023**

**Type size is to be 12 point. Margins are to be at least one inch at the top, bottom, and sides. Please do not staple the pages of your responses together. Do not include a cover page.**

### **Resume** (maximum of two pages)

- A. Include your name and the building where you teach.
- B. Education-List colleges and universities attended, including postgraduate studies, with degree earned, major and years of attendance (i.e., 2007-2011) for each entry.
- C. Licenses and/or Certifications – List licenses and/or certifications you currently hold and the year each was obtained.
- D. Work Experience – List work experience, including employer (i.e., school district and school), position, grade level, subject area and years in position (i.e., 2011-2016).
- E. Professional Association Memberships – List professional association memberships, including offices held, other relevant activities and years (i.e., 2011-2012) for each entry.
- F. Leadership Experience – List leadership experience, including position, organization, and years in position (i.e., 2010-2012).
- G. Awards and Other Recognition – List awards and other recognition you have received as a teacher, including year received for each entry.

### **Professional Biography** (maximum 250 words)

Please complete your professional biography in third person. By completing this section, you agree that your biography can be used in Kansas State Department of Education and Kansas Teacher of the Year program materials.

Your biography should paint a picture of you as a professional educator. Please include the following items:

- The grade level and subject you currently teach.
- The school in which you currently teach, including city and state.
- All degrees you hold, including the institution where they were received (i.e., Bachelor of Science in Finance from the University of Connecticut).

Please follow the following style guidelines:

- Spell out your degrees (i.e., Bachelor of Arts, not BA).
- Capitalize a subject area only when it is a language (i.e., capitalize English, but not calculus).
- Use your first and last name in the first reference, but your last name only on second and subsequent references.
- Spell out all acronyms the first time they are used.

**Response Question**

Please include the question number and the question in bold type, followed by your response in regular type. Choose to respond to either question 1 or 2.

1. Describe a content lesson or unit that defines you as a teacher. How did you engage students of all backgrounds and abilities in the learning? How did that learning influence your students? How are your beliefs about teaching demonstrated in this lesson or unit? (*maximum 750 words*)

OR

2. Describe a project or initiative in which you have been involved that contributed to the improvement of overall school culture. What was your role, how did you collaborate with others and what is the status of this project today? Please include evidence of student impact. (*maximum 500 words*)