



2023-2024 Golden Apple Selection Process Principal's Checklist

Step # 1

FACULTY ADVISED OF GOLDEN APPLE NOMINATION PROCESS & ELIGIBILITY REQUIREMENTS

- Discuss with your faculty the eligibility criteria and review Golden Apple Teacher selection process. **Your 2023 Teacher of the Year can be utilized to help explain the process and the rewards for going through the process.**

The following *full-time district educators, who are actively engaged in teaching*, are eligible for nomination:

- Classroom teachers – Grades pre-K through 12
- Adult education teachers
- Post secondary vocational/technical education teachers
- Department chairpersons who actively engage in classroom teaching
- Guidance counselors who actively engage in classroom teaching
- Media specialist

SCHOOL PERSONNEL WHOSE MAJOR RESPONSIBILITIES ARE ADMINISTRATIVE OR SUPERVISORY, SUCH AS PRINCIPALS, ASSISTANT PRINCIPALS AND DEANS ARE INELIGIBLE. CERTIFIED SUBSTITUTES ARE ALSO INELIGIBLE.

1. Previous nominees and winners should be given equal consideration.
2. Members of the Golden Apple Academy may be considered for nomination. However, past Marion County Teachers of the Year **are not** eligible.
3. **Rookie Teachers of the Year must have taught for no more than 3 years (this is total years regardless of where they have taught)**
4. Nominations should be made without regard to race, age, gender, national origin or religion.
5. Nominees should exhibit the following characteristics (these are the same characteristics the Department of Education looks for when selecting the Florida Teacher of the Year)
 - Demonstrates a superior ability to foster excellence in education and contribute to the continued improvement of student learning and the school environment
 - Displays expertise in subject taught and the ability to use effectively materials relating to the subject
 - Demonstrates leadership in educational activities at the school, district, and/or state and national level, such as a member of an advisory council, task force professional organization.
 - Utilizes original and/or innovative instructional methods such as cooperative learning and interdisciplinary instruction, the development and/or use of experimental programs, development of new instructional materials, and the use of technology in instruction.
 - Maintains a record of superior teaching as evidenced by student performance, honors, awards or other kinds of recognition.

- Actively participates in continued professional development as evidenced by participation in workshops, in-service training, conferences and/or advanced degrees.
- Demonstrates exemplary interpersonal skills in communicating with students, parents and the community and in collaboration with other professionals.
- Participates in peer coaching and mentoring activities
- Utilizes innovative research techniques, such as action research to enhance the quality of education
- Demonstrates a strong commitment to creating a climate of caring and respect conducive to effective teaching and learning.
- Dedicated to his/her community through active participation in service-oriented projects, volunteer work, etc.
- Demonstrates poise, eloquence and ability to withstand a taxing schedule

Step #2

NOMINATION PROCESS

- ❑ Begin accepting nominations from instructional and non-instructional personnel at your school. You can distribute a nomination form, request them via email or **whatever method you wish to use.**
- ❑ All school personnel, instructional and non-instructional, may nominate.
Only instructional may vote.

Step #3

RÉSUMÉ AND POSTING REQUIREMENTS

- ❑ Principal or designee obtains each nominee's acceptance to be placed on the ballot. Please explain that once the nominee has agreed to be placed on the ballot, they have agreed to become a part of the **ENTIRE** Golden Apple Selection process. This includes submitting a portfolio and participating in the Golden Apple Gala on February 3rd, 2024.
- ❑ Each teacher who accepts the nomination will provide a one-page résumé to post before faculty voting.

Step #4

VOTING PROCEDURE

- ❑ By Friday, September 22nd your faculty has the final vote for your school's Teacher of the Year and Rookie of the Year using a secret ballot and the winner is selected.
- ❑ ***Please make sure every teacher has an opportunity to vote and remember- only instructional personnel can vote***
- ❑ **Please have members of your PTO, SAC or other volunteers count the ballots. Principals, teachers or non-instructional personnel should not tally the votes.**
- ❑ A member of the ballot counting committee should **submit** the names and contact information for Winners online by September 22nd at ***<https://forms.gle/DgLvA2M4oMow6asb6>***

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