



2010 Oklahoma Medal for Excellence in Elementary/Secondary Teaching & Administration

General Information

The Oklahoma Foundation for Excellence is a privately-funded statewide nonprofit organization created to recognize and encourage academic excellence in Oklahoma's public schools. Each year an independent committee selects winners of the Oklahoma Medal for Excellence in Teaching and Administration in the following categories: public elementary teaching; public secondary teaching; public regional university and community college teaching; public research university teaching; and public school administration. Each of the five educators selected receives a \$5,000 cash award and a glass sculpture designed specifically for this award. Honorees will be recognized at the Academic Awards Banquet on May 22, 2010.

Basic Criteria:

1. The nominee must currently be employed by a public school in Oklahoma and must have demonstrated excellence in education. *Each nominee's performance will be evaluated in terms of his or her own particular teaching environment.*
2. Nominees for the elementary and secondary teaching awards *must have* a teaching component in their current job description.
3. Anyone is eligible to make nominations for these awards.

General Directions:

1. ***ALL NOMINATION MATERIALS MUST BE POSTMARKED ON OR BEFORE MONDAY, NOVEMBER 30, 2009.*** Please note that only information submitted *by this deadline* will be considered.
2. *Check* the nomination category on the "Nominee Information Form."
3. Submit only the materials requested. Items such as photographs, articles and examples of student work *will not be forwarded to the Selection Committee and will be discarded.* No information that has been submitted will be returned.
4. The "Statement from the Nominee" *must be typed, double-spaced,* on 8 ½" x 11" sheets of paper. Recommendation letters and the "Statement from the Nominator" *may be single-spaced.*
5. The first page of the nomination *must be* the "Nominee Information Form." *Staple* all pages together (in the upper left-hand corner) in the order described in the "Nomination Checklist." *Do not enclose nominations in a folder or binder.*
6. Retain one copy of the application for your records. *Mail a total of four sets* of the nomination materials, postmarked on or before *Monday, November 30, 2009,* to:

**Chairman of the Selection Committee
Oklahoma Foundation for Excellence
120 N. Robinson, Suite 1420-W
Oklahoma City, OK 73102-7434**

7. If you have questions regarding the nomination process or need additional copies of the nomination forms, please check our web site at www.ofe.org or call the Foundation office at (405) 236-0006.



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Nominee Information Form

This page must be the first page of each copy of the nomination packet. Staple (in the upper left-hand corner) all other pages behind it.

CHECK THE CATEGORY IN WHICH YOU ARE MAKING THE NOMINATION

- Elementary Teaching
 Secondary Teaching
 Elementary/Secondary Administration

Information about the Nominee (Please type):

Name (Mr. Ms. Mrs. Dr.) _____ Gender _____
Home Mailing Address _____
City _____ State _____ ZIP _____
Home Phone (_____) _____ E-mail Address _____

School _____
School Address _____
School City _____ State _____ ZIP _____ School District _____
School Phone (_____) _____
Subject or Position _____ Grade Level _____
Years in the Education Profession _____

Information about the Nominator:

Name (Mr. Ms. Mrs. Dr.) _____
Position _____
Address _____
City _____ State _____ ZIP _____
Daytime Phone (_____) _____
Signature _____ Date _____

List two colleagues of the nominee who endorse this nomination and would be willing to be contacted by the Selection Committee. (These may include, but are not limited to, those writing letters of recommendation.)

Name _____ Position _____
Address _____ Daytime Phone (_____) _____
City _____ State _____ ZIP _____

Name _____ Position _____
Address _____ Daytime Phone (_____) _____
City _____ State _____ ZIP _____



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Professional Information about the Nominee

Directions: Provide complete information about the accomplishments of the nominee in the areas listed below. The information *must be typed* on 8 ½" x 11" sheets of paper. Be sure to indicate the question number before each response.

1. Educational background, including institutions where nominee trained, dates and degree(s) granted.
2. Employment experience that has contributed to the nominee's professional expertise, including institutions where the nominee has worked, positions held and dates for each.
3. Participation in opportunities for professional growth and/or continuing education, including dates.
4. Professional presentations, including dates.
5. Professional affiliations, including memberships, offices held and dates.
6. Community service, especially as related to the teaching profession.
7. *Teaching Nominees Only:* Teaching honors and awards, including dates.
8. *Administration Nominees Only:* Professional honors and awards, including dates.

Statement from the Nominee: The statement from the nominee must be limited to *three double-spaced typewritten pages*.

Teaching Nominees—

As an accomplished teacher, you base your practice on principles of learning that have proven effective for you. These principles may be based on prevailing theories of cognition, on truths learned from many years in the classroom or on time-tested philosophies. Along with these principles, you have at your command a range of instructional techniques. You know when each is appropriate and you are able to implement each as needed.

- Keeping in mind this standard of what accomplished teachers should know and be able to do, what makes you an effective teacher?

Administration Nominees—

Accomplished administrators have the knowledge and skills to establish programs that meet the concerns and needs of their students; they possess leadership knowledge and skills; they are able to connect research and practice; they consider the developmental needs of all school-age children; they have an awareness of human resource management and development; they know how to manage physical resources; and they are able to manage their financial and business operations.

- Keeping in mind this standard of administrative competency, what makes you an effective administrator?



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Recommendations

Statement from the Nominator: The statement from the nominator must be limited to *two typewritten pages*.

Describe the exceptional merits of the nominee.

Letters of Recommendation: Each letter of recommendation must be limited to *two typewritten pages*.

Attach two letters of recommendation. These letters should specify the writer's relationship to the nominee and give specific examples that illustrate the professional qualifications of the nominee. One letter *must be written by a colleague*; the second *must be written by a student or the parent of a student*.

Nomination Checklist

- Clearly indicate* the category of this nomination on the "Nominee Information Form."
- Staple* (in the upper left-hand corner) all sheets behind the "Nominee Information Form" in the following Order:
 - Nominee Information Form
 - Professional Information
 - Statement from the Nominee
 - Statement from the Nominator
 - Two (2) Letters of Recommendation
- Retain a copy of the application for your records. *Submit a total of four sets* of the nomination materials.

NOMINATION MATERIALS MUST BE POSTMARKED ON OR BEFORE MONDAY, NOVEMBER 30, 2009.