

# New Orleans Excellence in Teaching Award

## Frequently Asked Questions for Nominators



NEW SCHOOLS FOR NEW ORLEANS

### Who can nominate a teacher?

School leaders, teacher coaches, and other academic or culture leaders at any New Orleans public school or network are eligible to nominate exceptional teachers at their school for this citywide award.

### How do I nominate a teacher?

The above-mentioned school and network-based staff can nominate a teacher by completing the online nomination form previously distributed through email. If you are an eligible nominator who has not received this correspondence, please contact us at [teachingaward@nsno.org](mailto:teachingaward@nsno.org) for further information.

### Are there requirements for who I nominate?

Nominated teachers must have at least two years of full-time teaching experience (excluding student teaching) at the end of the 2016-17 school year. They must also be returning to teach in a New Orleans public school in 2017-18.

### What are the selection criteria for the *New Orleans Excellence in Teaching Award*?

Selection will be based on the following criteria: 1) student achievement; 2) strong relationships with students; 3) constant learning; and 4) demonstrated impact on their community.

### Can I nominate more than one teacher at my school?

Yes! Please feel free to nominate multiple teachers who exemplify the selection criteria. For additional information on how to nominate more than one teacher, please contact us at [teachingaward@nsno.org](mailto:teachingaward@nsno.org).

### Can I nominate the same teacher I nominated last year?

Absolutely! Any teacher who meets the above criteria and was not an award winner last year is eligible to be nominated.

### When is the deadline to submit a nomination?

You must submit the online nomination form by **5:00pm on Monday, January 9**.

### What do teachers receive if they are selected as a *New Orleans Excellence in Teaching Award* winner?

All finalists will be invited to a breakfast on May 24th to celebrate their dedication to the students and families of New Orleans. Teachers who are selected as *New Orleans Excellence in Teaching Award* winners will also receive \$2,000. NSNO will convene award winners once during the school year to get their perspective on important citywide issues impacting schools.

### How long will it take me to nominate a teacher?

The nomination form asks nominators to include contact information for themselves and their nominated teacher. It also includes four required, open-ended questions that align with the selection criteria. We anticipate that it will take approximately 60-90 minutes to complete the nomination form, including gathering any relevant information and writing your responses. You can view all of the questions that will appear on the nomination form [here](#).

### How much detail should I include in the four open-ended questions that align to the selection criteria?

We recommend including specific data, anecdotes, and details for each of the four open-ended questions to ensure the selection committee has as much information about your nominated teacher as possible. A good guideline is to ensure your responses to the open-ended questions have a minimum of 150 words. We also recommend writing out your responses to these questions in a separate document and then copying and pasting them into the online form. Example responses to the four open-ended nomination questions are included [here](#).

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## **What is the process for selecting award winners?**

- We will reach out to teachers on a rolling basis as they are nominated to request additional information about their teaching experience and background. Teachers must submit this additional information by **5:00pm on Monday, February 13** in order to move forward in the process.
- The initial pool of nominated teachers will be narrowed down to approximately 15 finalists, and all nominated teachers will be notified of their status by **Friday, March 31**. Teachers who are selected as finalists will be asked to submit a video of their teaching and respond to a brief survey.
- All finalists will be notified by **Friday, April 28** about whether or not they have been selected to receive the *New Orleans Excellence in Teaching Award*.

## **Who should I contact if I have questions not addressed here?**

If you have additional questions, please email [teachingaward@nsno.org](mailto:teachingaward@nsno.org).