

**2017-2018 LACEC Clarissa Hug Teacher of the Year Award**

**Nomination Information**

The LACEC Clarissa Hug Teacher of the Year Award recognizes a LACEC member (teacher or related service provider) who currently provides direct services to students with exceptionalities. The LACEC Clarissa Hug Teacher of the Year is an outstanding member of the profession whose work exemplifies the best in special education teaching. His or her work reflects significant, documented educational success for students, continued professional development, and the highest standards of educational quality.

Nominations may be made by an individual (CEC member, principal, fellow teacher/colleague, student, parent, self), educational organization (school, parent group, etc.), or community group. Nominators need not be a CEC member.

**Award Benefits**

The LACEC Clarissa Hug Teacher of the Year Award recipient will:

* Receive a $425 check and a plaque
* Receive a one year Basic CEC membership
* Be invited to attend the LACEC President’s Award Banquet to receive the award during the LACEC Super Conference.
* LACEC will nominate the LACEC Clarissa Hug TOY recipient for National CEC’s Clarissa Hug Teacher of the Year Award in the Fall

**Eligibility Requirements**

The nominee:

* **Must be a CEC member in good standing currently and for at least the previous three years** (dating from application deadline date).
* Must currently provide direct services to students with exceptionalities.
* Must hold professional certification in the area in which he or she provides services.
* Must engage in work consistent with CEC’s mission statement as described in the first paragraph.

**Rules and Instructions for Nomination**

* **Nominations will be accepted electronically via e-mail to** [**lacecawards@gmail.com**](mailto:lacecawards@gmail.com)**.**
* In the **subject line**, please include:**Nominee’s Name LACEC Clarissa Hug Teacher of the Year**
* Awards must be electronically postmarked by **November 1, 2017**.

The nomination packet is divided into five sections. To facilitate review, the nomination packet should be organized as follows:

* + **Section I:** Completed Nomination Form
    - The Nomination Form should be completed and signed by the nominee.
  + **Section II:** Resumé or vitae of nominee (three-page maximum)
  + **Section III:** Letters of Recommendation
    - Up to three letters of recommendation from colleagues, supervisors, or other professionals documenting the nominee’s efforts in meeting the award criteria.
  + **Section IV**: Testimonials
    - Three testimonials from students, parents, or colleagues of the nominee’s ability to inspire students.
  + **Section V**: Nominee Photo
    - **Please include one high-resolution color headshot photo** of the nominee in JPG, GIF, or TIFF format. The photo must be print-quality.
  + Supporting materials may be scanned and included as images or PDF files if necessary.
  + Please use the file name to **clearly label** each section and all nomination materials (e.g., “John\_Smith\_2014\_TOY\_Award.doc” or John\_Smith\_TOY\_Nomination\_Form.doc” or “John \_Smith\_Vitae.doc”).
* **All materials submitted become the property of LACEC and will not be returned.**

**LACEC Clarissa Hug Teacher of the Year Award**

**Section I: Nomination Form**

*Nominee Information*

LACEC uses information on the nomination form for all future correspondence and publicity. Please type your responses on the nomination form and make sure all information is accurate and spelled correctly.

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| Nomination of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Member ID # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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| Telephone Numbers (O) ( )\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(H) ( ) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Cell Phone Number ( )\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax ( )\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| E-mail\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Current Job Title/Affiliation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| State/Provincial Teaching Certification\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| CEC Member for past \_\_\_\_\_\_\_ consecutive years. |

*Rationale for Nomination*

**Responses to the questions below must be typed and double-spaced in a 12-point font. Please use 8.5” x 11” white paper with one-inch top, left, right, and bottom margins. (To be completed by the nominee.)**

**Exemplary Practices and Achievements of Nominee**

1. Describe how your teaching practices or programs result in effective academic/educational instruction and assessment. Include qualitative evidence regarding student outcomes. (750-word maximum)

2. Describe how your instructional practices are developmentally appropriate and individualized for your students. Include any collaborative efforts you are involved in. (500-word maximum)

3. Describe how you provide a positive learning environment for all your students. (500-word maximum)

4. If your students have cultural and linguistic differences, how do you address them in your instruction? (500-word maximum)

5. Describe how your continuing professional development has benefited your instruction and impacted your students. (500-word maximum)

6. Describe the three most critical issues currently facing the field of special education and explain how you are addressing those issues in your classroom. (500-word maximum)

**Additional Accomplishments and Honors**

1. Presentations made (school or district; state or national conferences).

2. State/provincial and local activities and their benefits to you, your students, or their parents. (500-word maximum)

3. Educational awards or recognition received.

*For publicity purposes, please include the following information.*

The nominee’s local newspaper\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State/Province\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone Number ( ) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax ( ) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Nominator Information*

CEC Unit, Individual, or Group Submitting Nomination

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title or CEC Officer Position\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State/Province\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip\_\_\_\_\_\_\_\_\_

Telephone Numbers (O) ( )\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (H) (\_\_\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fax (\_\_\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature of Nominee**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Section II: Nominee’s Vitae**

Please attach the nominee’s resumé or vitae (three-page maximum).

**Section III: Letters of Recommendation**

Please attach **up to three letters of recommendation** from colleagues, supervisors, or other professionals documenting the nominee’s efforts in meeting the award criteria, specifically in the areas of:

* Innovation
* Evidence of student progress
* Collaboration, leadership, or mentoring

**Section IV: Testimonials**

Please attach **three testimonials** from students, parents, or colleagues describing the nominee’s ability to inspire students.