



## FOUNDATION *for* EXCELLENCE

### Charlotte Brown Chair for Teachers of Special Education Nomination Eligibility Information & Sample Award Application

**PLEASE NOTE:** All *nominations* must be submitted via the online process: <http://athensffe.org/awards/>;  
*Nominees should refer to their nomination email for the direct link to their award application.*

The *Charlotte Brown Chair for Teachers of Special Education* is awarded biennially (even-numbered years only) to honor a master teacher trained to teach the District's intellectually, emotionally and/or physically disabled students. Read more about Charlotte Brown and past awardees on the Foundation for Excellence website.

**Nominations:** Nominations may be made by principals/supervisors, colleagues, students, parents, or community members. Nominators should work with the nominee to solicit letters of support and prepare and submit the packet by the deadline. There is no limit to the number of nominations made by any one school.

**Qualifications:** Eligible educators are those who:

- Prior to the year in which nomination takes place, have at least five years of teaching experience in special education, with at least three years in the Clarke County School District
- Hold current Georgia teaching certification in special education
- Are employed by a Clarke County school as a full-time or part-time teacher on the first day of pre-planning of the academic year of the nomination
- Do not currently hold any other Foundation award; and
- Have never previously received the *Charlotte Brown Chair for Teachers of Special Education*

**Term:** This chaired award is presented for two years at a level of \$1200 per year. Nominations for this Chair are accepted only in years ending in an even number.

#### **NOMINATION PROCESS:**

The nomination process has changed. Please see below for the how the process differs from previous years.

#### **Primary Changes:**

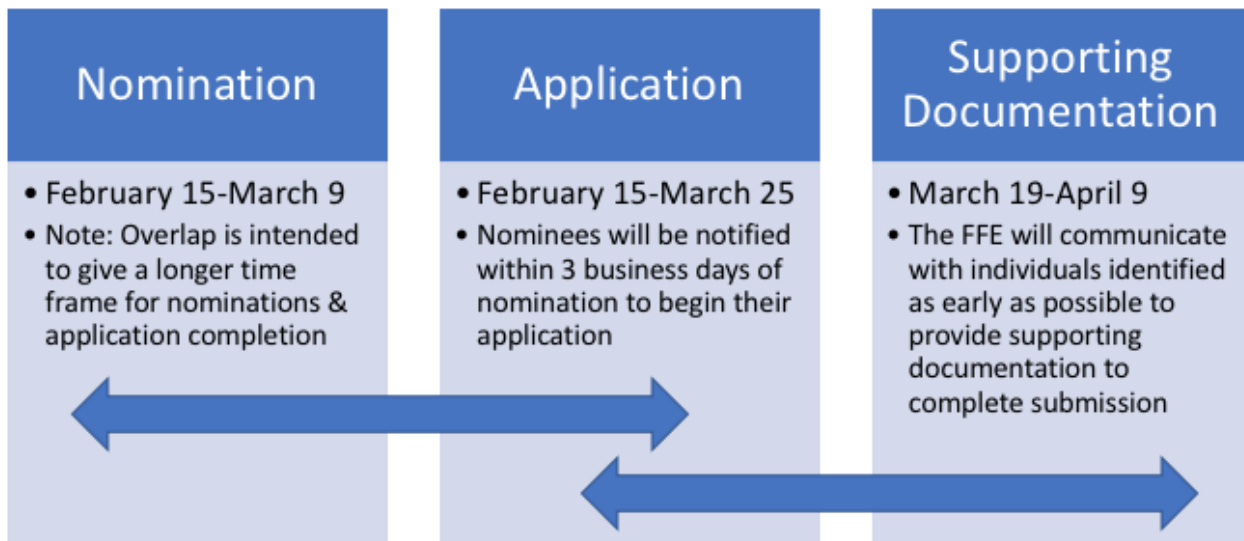
- The awards process will consist of 3 separate time frames: Nomination, Application, & Supporting Documentation
  - **Nomination (February 15-March 9):** Nominations may be made by principals/supervisors, colleagues, students, parents, or community members. Nominators should work with the nominee to solicit letters of support and prepare and submit the packet by the deadline. There is no limit to the number of nominations made by any one school
  - **Application (February 18-March 25):** Once a CCSD employee is nominated for an award, he or she will be contacted by the FFE awards committee to begin the application process (the later a nomination comes in, the less time an applicant will have to complete the process).
    - Primary information necessary to complete the application includes: education credentials, contact information for letters of support, and any essays associated with the award (please note that the Stroud, Downs, and Horvat award require no essay).
  - **Supporting Documentation (March 19-April 9):** During the application phase, the CCSD employee who has been nominated will be asked to provide the names and email addresses for the individuals the Foundation should approach for the following:
    - One (1) ***evaluation form*** from a current administrator/supervisor (new this year instead of a letter of support) **AND**
    - Two (2) additional ***letters of support*** from past or present administrators/supervisors (other than the one who completes the evaluation form), co-workers, students, parents, or community members.



FOUNDATION *for* EXCELLENCE  
**Charlotte Brown Chair for Teachers of Special Education Nomination  
Eligibility Information & Sample Award Application**

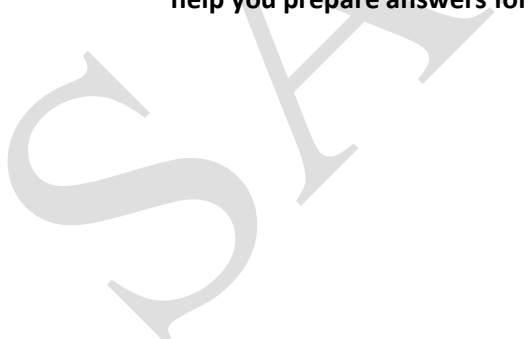
- To be considered a complete award nomination, all steps (nomination, application, and supporting documentation) must be completed
- To assist with the overall submission process, the FFE will create several guiding documents; it is recommended that nominators and nominees pay special attention to these documents to ensure all requirements and eligibility standards are met.

**PROCESS OVERVIEW**



**COMPLETED APPLICATIONS ARE DUE BY MARCH 25, ALL SUPPORTING DOCUMENTS ARE DUE BY APRIL 9**

Please see below for a sample version of the online application process. Completing the below template will assist in gathering information for the online submission process and will help you prepare answers for the questions you will be asked to answer.





**FOUNDATION *for* EXCELLENCE**  
**Charlotte Brown Chair for Teachers of Special Education Nomination**  
**Eligibility Information & Sample Award Application**

Once an individual is nominated, they will be contacted by the Foundation for Excellence to complete the application process. Nominator information will be provided to the nominee, so that the nominator can assist with the application & supporting document requirements.

*The content below is offered as a template for you to gather information for the online submission process. Collecting the information below will assist you in completing your applications quickly. There are also 1-2 questions that you should be prepared to answer (see below)*

**Part I: NOMINEE PERSONAL INFORMATION:**

- Nominee’s Name:
- Nominee’s Email:
- Nominee’s School or Office:
- Nominee’s Current Position:
- Nominator Name (refer to email from FFE):

**Part II: NOMINEE’S PROFESSIONAL DATA:**

**A. EDUCATION**

<u>Degrees Earned:</u>	<u>Field or Major:</u>	<u>Year Earned:</u>	<u>Institution:</u>
Undergraduate			
Master’s			
Specialist (6-year)			
Doctorate			
Other:			

List Certification Field(s):

**B. TEACHING/PROFESSIONAL EXPERIENCE** (Begin with the most recent. Add additional rows as needed.)

*Within Clarke County School District:*

<u>Dates:</u>	<u>School:</u>	<u>Position:</u>	<u>Subject/Grade Level:</u>

*Relevant Experience Other Than CCSD:*

<u>Dates:</u>	<u>School District:</u>	<u>City/State:</u>	<u>Position:</u>	<u>Subject/Grade Level:</u>

**C. PROFESSIONAL DEVELOPMENT** (Include activities or courses taken in the last four years. Add additional rows as needed.)

<u>Dates:</u>	<u>Activity or Course:</u>	<u>Institution (e.g., CCSD, RESA, ...):</u>



**FOUNDATION *for* EXCELLENCE**  
**Charlotte Brown Chair for Teachers of Special Education Nomination**  
**Eligibility Information & Sample Award Application**

**D. PROFESSIONAL ACTIVITIES** (Include memberships, conferences attended, professional presentations, etc. Please do not use acronyms. Add additional rows as needed.)

Dates:	Activity:

**E. OTHER SCHOOL/COMMUNITY/LEADERSHIP ACTIVITIES** (Include school sponsorships, school or district committees, community organizations, etc. Add additional rows as needed.)

Dates:	Activity:

**F. AWARDS AND RECOGNITIONS** (Add additional rows as needed.)

Date:	Recognition:	Granting Organization/Agency:

**Part III: Nominee's Essay**

This essay should be completed by the Nominee. Essays must not exceed 600 words. Please stay clearly focused on the topic and use concrete example(s) with vivid details. All essays should be proofread to correct errors in grammar and spelling. Essays submitted that do not reflect these requirements may cause the packet to be rejected.

- I. *How have you demonstrated leadership in advocacy for Special Education students in your own school and as a Special Education teacher in CCSD? Give specific examples*
- II. *Discuss what you believe to be the greatest challenges facing Special Education students, and what you have done in your own practice to help them surmount those challenges.*

**Part IV: Administrator/Supervisor Evaluation Form (supporting documentation)**

The evaluation form is to be completed by a current administrator or supervisor, such as the school principal, assistant or associate principal, high school department chair, or instructional lead teacher/coach.

- Name of author of administrative letter:  
 Position/Title:  
 Email Address:

*Individuals identified to complete the evaluation form will be contacted by the Foundation for Excellence starting the week of March 19<sup>th</sup> and will have until **April 9<sup>th</sup>** to complete the form (see above timeline). To be considered a complete award nomination, all steps (nomination, application, and supporting documentation) must be completed*

**Part V: Two Support Letters (supporting documentation)**

Two letters (no more) of support are to be provided. Each letter must not exceed 600 words. These letters should come from any combination of present or past administrators/supervisors, co-workers, students, parents of students, or community members familiar with the nominee's work.



FOUNDATION *for* EXCELLENCE  
**Charlotte Brown Chair for Teachers of Special Education Nomination  
Eligibility Information & Sample Award Application**

Each letter should address the following:

*Why is Mr./Ms./Dr. \_\_\_ [the nominee] an outstanding teacher? Please give as many details as you can (while staying within the limit of 600 words).*

- Name of author of first additional letter:  
Relationship to Nominee:  
Email Address:
- Name of author of second additional letter:  
Relationship to Nominee:  
Email Address:

*Individuals identified to complete letters of support will be contacted by the Foundation for Excellence starting the week of March 19<sup>th</sup> and will have until **April 9<sup>th</sup>** to submit the letters (see above timeline). Nominees are strongly encouraged to notify individuals providing letters of support as early as possible. To be considered a complete award nomination, all steps (nomination, application, and supporting documentation) must be completed*

Once a nominee provides the FFE with the personal and professional data, essay(s), and the contact information for the individual responsible for submitting their evaluation form and letters of support, the application portion of the awards process will be considered complete. Nominees will receive an email confirmation of their submission.

FFE anticipates sending one reminder approximately 5 business days prior to the deadline for supporting documentation. Nominees are encouraged to check in with the individuals they identify for supporting documentation to ensure completion of all award components. As a reminder, to be considered a complete award nomination, all steps (nomination, application, and supporting documentation) must be completed and turned in by the appropriate deadline. Final submission of supporting documentation is due **April 9<sup>th</sup>, 2018**.

Please feel free to direct questions to:

Josh Podvin: [jhpodvin@athensffe.org](mailto:jhpodvin@athensffe.org)

CJ Amason: [director@athensffe.org](mailto:director@athensffe.org)