



**Manhattan Beach
Unified School District**

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Manhattan Beach, CA 90266
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Teacher of the Year Selection Process

Spring 2019

Listed below are the procedures for selecting both Site and District Teachers of the Year:

1. Every employee at a school site receives a [nomination form](#) for the school site Teacher of the Year on **March 20, 2019**.
2. Employees complete and submit the [online nomination form](#) by **April 7, 2019**.
3. The principal and the school leadership team select the school site Teacher of the Year after reviewing the nomination forms (**April 8 – April 18**). The school site Teacher of the Year must agree to participate in the District Teacher of the Year process (interview, lesson observation) and **must have at least eight years of teaching experience** at the conclusion of the 2018-19 school year.
4. The school site Teacher of the Year is announced to the school site staff on **April 19, 2019**.
5. The District Teacher of the Year selection committee meets to view lessons and conduct interviews with each candidate. The selection committee is comprised of:
 - Assistant Superintendent of Educational Services
 - Site Administrators (at least two)
 - Teacher Representatives (one elementary, one middle school, one high school)
 - A representative from MBUTA
 - A previous District Teacher of the Year
6. The District Teacher of the Year selection committee will conduct observations on **April 30**, interviews on **May 1**, and determine the District Teacher of the Year by **May 2, 2019**.
7. All school site Teachers of the Year will be recognized at the Board of Trustees meeting on **June 5, 2019**.

Timelines for 2019:

- School site Teacher of the Year online nomination form is open on **March 20** and submitted by **April 7, 2019**.
- Each school leadership team selects its school site Teacher of the Year by **April 18, 2019**.
- Each school announces their teacher of the year on **April 19, 2019**.
- The District Teacher of the Year selection committee will conduct observations on **April 30** and interviews on **May 1**.
- The Teacher of the Year selection committee meets and selects the District Teacher of the Year by **May 2, 2019**.
- All school site Teachers of the Year will be recognized at the Board of Trustees meeting on **June 5, 2019** and the district teacher of the year is announced to the public.
- The District's Teacher of the Year attends the LACOE Teacher of the Year Application Workshop on **May 22, 2019 from 3:00-4:00 p.m.**
- The District's Teacher of the Year will submit his/her application for LACOE Teacher of the Year by **June 10, 2019, before 5:00 p.m.**
- The District's Teacher of the Year is honored at the LACOE Teachers of the Year Luncheon on **September 20, 2019**.