

***JCPS ExCEL Award  
Nomination Form***

**Excellence in Classroom  
and  
Educational Leadership Award**



**Nomination Deadline: Friday, February 5, 2016**

## Submission Criteria and Nomination Guidelines

### PURPOSE

The purpose of the LG&E KU/WHAS-11 Excellence in Classroom and Educational Leadership (ExCEL) Award is to recognize and reward the contributions of public schools and the teaching profession to the development and well-being of young people and the community. This award recognizes public school teachers who exemplify teaching excellence using innovation, excitement, and enthusiasm in their teaching methodology; who maintain meaningful personal relationships with students, parents, colleagues, and community members; who are role models of professionalism and citizenry; and who are personally committed to continued professional development and enhancement.

### ELIGIBLE CANDIDATES

To be eligible for the LG&E KU/WHAS-11 ExCEL Award, the individual must be currently a full-time classroom teacher who has taught in an elementary, middle, high, or special school in the Jefferson County Public School (JCPS) District for at least three years. The term *teacher* includes everyone for whom certification is required, **with the exception of those who are administrators, goal clarity coaches, supervisors, counselors, resource teachers, and school psychologists.**

- **Applicants must be nominated by the principal or a district colleague (non-relative).**
- The nominator must complete a Nomination Form with the principal's endorsement, must write a Nomination Narrative, and must submit three letters of support for his or her nomination. **One of the letters of support must be from the candidate's current principal if the principal is not the nominator.**
- **Nominators may not write the letters of support.**
- Nomination Forms and letters of support **must be completed in a 12-point type in Times New Roman font.**
- Letters of support **must be single-spaced and typed on 8.5" x 11" school letterhead**, using appropriate business letter format. (Please see attached sample letter.)
- **Narratives and letters of support should be typed and addressed to Terri Robinson, JCPS ExCEL Award coordinator.**
- Send original documents with original signatures. **Copies of letters and forms will not be accepted.**
- You must send all requested documents for your nomination in **one** 10"x13" office envelope.
- You must include **only** the requested documents.
- Do not fold or staple documents.
- **Incomplete or late nomination packets will not be accepted.**
- **Nominations are due by Friday, February 5, 2016.**
- **Faxes will not be accepted.**

## Nomination Narrative

Why do you believe this teacher would be an excellent candidate for the LG&E KU/WHAS-11 ExCEL Award? Highlight what makes the nominee an outstanding teacher and why students benefit from having him or her as their teacher. Please include in your response evidence of creative teaching techniques that enhance classroom learning, outstanding contributions to the teaching profession and community, and evidence of your nominee's students' success. **Please limit your narrative to two single-spaced pages in Times New Roman font using a 12-point type and block style. The date, return address, salutation, body, and the closing should be left-justified. The narrative must be typed on 8.5" x 11" school letterhead and include the nominator's signature, title, and school or department name.**

Send all nomination materials to:  
Terri Robinson  
LG&E KU/WHAS-11 ExCEL Award  
Communications North  
C. B. Young, Jr. Service Center  
3001 Crittenden Drive, Bldg. 4  
Louisville, KY 40209-1104  
485-7654

The ExCEL Nomination Form is available on the JCPS Website. Go to the Employee Page, find Quick Clicks, click on *Forms Online*, and scroll down to the ExCEL Nomination Form.

**LG&E KU/WHAS-11 ExCEL Award  
Nomination Form**

**The Nomination Form MUST be typed.**

Name of Nominee \_\_\_\_\_

School Name \_\_\_\_\_

Nominator's Name \_\_\_\_\_

Nominator's Title \_\_\_\_\_

Nominator's School \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_

Nominator's E-Mail Address: \_\_\_\_\_

Signature of Nominator \_\_\_\_\_ Date \_\_\_\_\_  
An original, handwritten signature is **required**.

**School Principal Endorsement (if not nominator)**

I support the nomination of \_\_\_\_\_ for the  
LG&E KU/WHAS-11 ExCEL Award.

Principal's Name (print) \_\_\_\_\_

Principal's School Name \_\_\_\_\_

Principal's E-Mail Address: \_\_\_\_\_

Signature of School Principal \_\_\_\_\_ Date \_\_\_\_\_  
An original, handwritten signature is **required**.

## Letters of Support

**The Nomination Packet must include three letters of support along with the Nomination Narrative.** The letters must be typed on **8.5" x 11" school letterhead** and must be no more than two single-spaced pages in **Times New Roman** font using a **12-point type and use block style for letters.** **The date, return address, salutation, body, and the closing should be left-justified.** The letters should include specific examples of why the nominee is an outstanding teacher and must clearly communicate how the teacher has positively affected the lives of his or her students. Please describe and include examples of work, activities, pursuits, and service to students, parents, colleagues, and school community. **The letters of support must include a signature, title, and school or department name.**

**The letters of support will only be accepted from principals and JCPS District colleagues.**

**Sample****Letter of Support****4 CRs below the letterhead**

January 4, 2016

4 CRs

Ms. Terri Robinson  
 JCPS ExCEL Award Coordinator  
 Communications and Community Relations Department  
 Jefferson County Public Schools  
 3001 Crittenden Drive, Building 4  
 Louisville, KY 40209

DS

Dear Ms. Robinson:

DS

It is my honor to recommend Carol Smith, teacher at Letter School, as a nominee for the Excellence in Classroom and Educational Leadership (ExCEL) Award. Ms. Smith is an outstanding teacher who demonstrates many unique talents and innovative teaching techniques in the classroom. She is a valuable asset and resource to our school and community.

DS

Ms. Smith is the go-to person for her colleagues when they need a resource on new teaching techniques. She has helped our students excel in the classroom, which is evidenced by the high scores received by our students on the state accountability tests in reading, math, and science.

DS

She is a strong leader and advocate for our students and school community. She serves as the lead of our math and science curriculum committee, coordinator of our Extended School Services After-School Learning Program, and serves as a mentor to our Teacher Internship Program participants and to high school students who are interested in the teaching profession.

DS

Ms. Smith is very active in the educational profession and her community, where she serves on various committees and charitable organization boards.

DS

Sincerely,

***Signature***

4CRs

Seneca Moore-Smith  
 Science Teacher  
 Letter School