



Governor's Educator of the Year (GEOY) School Level Instructions



Overview



Eligibility Criteria



Educational Services
Professionals



Process



Overview

- Each school is strongly encouraged to participate by selecting and registering one 2021-2022 Teacher of the Year & one 2021-2022 Educational Services Professional (ESP) of the Year by December 3, 2021.
- Schools taking part in educator recognition programs have found that participation promotes a culture that recognizes excellence, creates a sense of pride, & brings public attention to the work of outstanding educators.
- Every 2021-2022 Teacher of the Year & Educational Services Professional of the Year registered in the GEOY online system by December 3, 2021, will receive a state awards certificate from their County Office of Education in April–May.
- Please refer to the "Program Materials" tab on [Governor's Educator of the Year webpage \(www.nj.gov/education/recognition/educators/geoy\)](http://www.nj.gov/education/recognition/educators/geoy) to access all GEOY program documents & information.

Eligibility Criteria

Any educators nominated for this award must meet all the following requirements:

- Be an exceptionally skilled and dedicated licensed classroom teacher (PreK through grade 12 in a public or charter school) where teaching is the primary responsibility rather than administrative or supervisory responsibilities or an educational services professional who is listed as one of the eligible enrollment areas.
- Must have the latest summative rating of at least effective; if the teacher or the ESP has not received a summative rating at the time of application, then their most current practice rating should be at least effective or the equivalent.
- Be an expert in the field who inspires students of all backgrounds and abilities to learn.
- Actively collaborates with colleagues, students, and families to create a strong culture of respect and success.
- Demonstrate leadership and innovation in educational activities at the school, district and/or state and national levels that take place both within and outside the school setting.
- Have the respect and administration of students, parents, and colleagues.
- Have not earned the title of Teacher of the Year or ESP of the Year for the past five years.
- Note: There is no requirement for minimum number of years in the classroom; please note that this is an award based on merit and leadership and not to be given out solely based on years of service, such as a retirement award.

Educational Services Professionals Enrollment Areas

To compete for Educational Services Professional (ESP) of the Year nominees must be classified as one of the following:

- Anti-Bullying Specialist
- Athletic Trainer
- Behavior Specialist
- Child Study Team
- Cooperative Education
Coordinator/Hazardous Occupations
- Educational Interpreter (Cued
Speech, Transliteration, Oral
Interpreting, Sign Language
Interpreting)
- Guidance / School Counselor
- Learning Disabilities Teacher Consultant
- Library Media Specialist
- Mathematics Specialist/Mathematics
Coach
- Nurse (Instructional and Non-instructional)
- Occupational Therapist
- Paraprofessional (**Instructional**)
- Physical Therapist
- Psychologist
- Reading Specialist/Literacy Coach
- Social Worker
- Speech Language Specialist
- Student Assistant Coordinator
- Technology Coach

School Selection Process

To select your Teacher & Educational Services Professional of the Year, principal must:

- Solicit nominations from the entire school community (administrators, staff members, students, parents and community members) for teacher and educational services professional awardees using the required [GEOY nomination form](#) and ensuring nominations are made without regard to race, color, religion, sex national origin, age or handicap. Note: If you followed this process in the spring of 2021 and selected your 2021-2022 eligible recipients, please consider registering them in the GEOY online form.
- Specify a deadline on the nomination form for them to be returned to allow enough time for the panel to meet and score the candidates to determine the recipients by November 19, 2021. Note: This will then leave enough time to register your recipients in the [GEOY online form](#) by the December 3, 2021, deadline.
- Verify that nominees meet all of the [eligibility criteria](#) before sending the nomination forms on to the selection committee to score.
- Form a selection panel of at least four (4) members who represent a cross section of administrators, board members, teachers, educational services professionals, parents, and local education association representatives. The panel should represent the diversity of the school community and must be refreshed every three (3) years. Note: The outgoing Teacher of the Year and Educational Services Professional of the Year should be on the panel.
- Have the selection committee score nominees using the required [nomination form scoring guide](#) and select the highest scoring teacher and educational services professional by November 19, 2021.
- Upload your completed [School Information Form](#) with nominee's scores to then access the nomination form for your Teacher and Educational Services Professional of the Year. If there is difficulty when uploading, try to scan the form in black and white and then upload. Note: Save your School Information Form first before uploading it.
- Enter the required information for each nominee in the [GEOY online form](#) by following the [online form instructions](#) no later than December 3, 2021. Note: Once all the nomination information is in for each nominee, your home screen should list your Teacher and Educational Services Professional of the Year together with the GEOY ID numbers. Please print two copies of this page.
- Give a GEOY ID printed page to your Teacher of the Year as they will need it when they compete for County Teacher of the Year. Note: Only teachers can compete for County Teacher of the Year.
- Keep the second copy of your GEOY printed page for your records as confirmation that both your nominees have officially been registered.
- Notify all your school nominees of their status by December 10, 2021, because on December 13, 2021, the New Jersey Department of Education will email all Teachers of the Year to encourage them to apply online for County Teacher of the Year. Note: The online application opens on December 17, 2021 and closes on January 21, 2022.

- For the Teacher of the Year only, the principal should:
 - Encourage them to apply online for County Teacher of the Year during the online application window from December 17, 2021, until January 21, 2022;
 - Share with them the [County Teacher of the Year Online Application Components](#) document as well as the [County Teacher of the Year Application Rubric](#) so they can get a general sense of what completing the application entails; and
 - Print the GEOY online form confirmation page with the GEOY ID Code and share with the Teacher of the Year; they will need this info to compete for County Teacher of the Year.
- Verify the online application via an auto-generated email which will provide instructions to do so. Note: The superintendent and the principal will both need to verify the application in the online system before the candidate is able to submit it. Note: Each County Office of Education will automatically receive all submitted County Teacher of the Year applications therefore there is no need to submit anything further. Each County Office of Education will then notify all applicants of their status by April 1, 2022.

Dates to Remember

- Please access all pertinent dates and timelines on the [Timelines document](#).
- Please note that for your Teacher & ESP of the Year to receive a state awards certificate, they need to be registered in the [GEOY online form](#) **by 4 p.m. on December 3, 2021**.

Questions & Additional Information

- Electronic copies of all forms and instructions can be found on the "Program Materials" tab [Governor's Educator of the Year webpage \(www.nj.gov/education/recognition/educators/geoy/\)](#).
- If you have any questions please reach out to Nancy Besant, Educator Recognition Programs Coordinator at the New Jersey Department of Education, at nancy.besant@doe.nj.gov.