

# Excellence in Education Award



**ADVENTIST EDUCATION**  
Journey to Excellence  
FAITH • WISDOM • SERVICE

Teacher awards – 5 available (\$1,000 each)

Administrator awards - 2 available (\$1,500 each)

(Administrator refers to principal, teaching principal, head teacher, or vice principal)

**Submissions due April 15**

## Requirements:

### *Nominee:*

- ✓ Must have a valid Standard, Professional, or Administrator denominational teaching certificate at time of nomination.
- ✓ Recipient of teacher award must have a minimum of one full year teaching experience in the Seventh-day Adventist Church in Canada school system.
- ✓ Recipient of the administrator award must be a principal, teaching principal, head teacher, or vice-principal and have a minimum of two years of administrator experience at the current school to be eligible for the administrator award.
- ✓ Must be a teacher or administrator (principal, teaching principal, head teacher, or vice-principal) who is employed at least half time for the Seventh-day Adventist Church in Canada school system.
- ✓ Must not have received an Excellence Award within the last five years. (The list of recipients who have received awards is posted on education.adventist.ca.)

### *Nominator:*

- ✓ Must be a stakeholder (superintendent, administrator, school board member, teacher, pastor, school staff member, parent, student, or church member).
- ✓ Must not be immediate family members of the nominee.
- ✓ If the nominee is a teaching principal, head teacher, or teaching vice principal the nominator must select either the Teaching or the Administrator Award. All letters of recommendation must support the appropriate award they are being nominated for.
- ✓ \*Important - please check with local conference superintendent or Kingsway College President to see if the teacher and/or administrator that you want to recommend fulfills the requirements for the Nominee noted above.
- ✓ Must complete the Nomination Form, Letter of Recommendation Form, and submit a Letter of Recommendation.
- ✓ Must find two other stakeholders (**one from each of the two other categories**), unrelated to the nominee, to complete the Letter of Recommendation Form and write Letters of Recommendation. For example, if the nominator is someone from the School Leadership category (Superintendent, Administrator, or School Board Member), the remaining two letters of recommendation must be from each of the remaining categories, one from Colleagues (Teacher, Pastor, or School Staff Member) and one from School Community (Parent, Student, or Church Member).

### *Submission:*

- ✓ Nominators must use these forms and submit a nomination form, letter of recommendations forms, and the three letters of recommendation (one from himself/herself, and an additional two from selected stakeholders).
- ✓ For Conference teachers, nominators should submit all required forms to the school administrator who will forward them to the Conference Office of Education. For administrators, the nominator should submit all required forms directly to the Conference Office of Education. For Kingsway College President the nominator should submit all required forms to the school board chair.
- ✓ Once endorsed by the Superintendent of Education or the KC President or School Board Chair, the documents are to be forwarded to the Seventh-day Adventist Church in Canada, Office of Education. The deadline for submission is April 15<sup>th</sup>.

## Selection Committee

The selection committee includes one representative from each entity conference/ KC/BU for discussion and vote.

## Announcement of Award

Successful candidates will be notified. Decisions will be made in time for the awards to be presented at the local conference camp meeting or school graduation.

**Award submission due by April 15**

Seventh-day Adventist Church in Canada • Office of Education • 1148 King St. E. Oshawa ON L1H 1H8  
education@adventist.ca

# Excellence in Education Award Nomination Form



## Nominee Information

Award Type  Teacher Award  Administrator Award (principal, teaching principal, head teacher, or vice principal)

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

School/Conference \_\_\_\_\_

Current Position/Title \_\_\_\_\_ Years of Experience \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

Province \_\_\_\_\_ Postal Code \_\_\_\_\_ E-mail \_\_\_\_\_

Work Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

Highest Academic Degree \_\_\_\_\_

\*Denominational Certificate (To be completed by Conference Office of Education, KC President or KC Board Chair)  
Check all that apply

Standard      Expiry Date \_\_\_\_\_

Professional      Expiry Date \_\_\_\_\_

Administrator      Expiry Date \_\_\_\_\_

\*At time of nomination, nominee must have a valid Standard, Professional, or Administrator denominational teaching certificate to qualify for award.

## Nominator Information

Name of Nominator \_\_\_\_\_

Position/Title \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

Province \_\_\_\_\_ Postal Code \_\_\_\_\_ E-mail \_\_\_\_\_

Work Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

Signature \_\_\_\_\_

## Conference Superintendent, KC President, or KC School Board Chair Approval

Name \_\_\_\_\_

Signature \_\_\_\_\_

Work Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

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

# Excellence in Education Award

## Letter of Recommendation Form



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

Name of Recommender \_\_\_\_\_

Email \_\_\_\_\_

Please check which stakeholder category you are in: (NOTE—one letter is expected from each category)

School Leadership

- Superintendent
- Administrator
- School Board Member

Colleagues

- Teacher
- Pastor
- School Staff Member

School Community

- Parent
- Student
- Church Member

### Writing a Letter of Recommendation

Canada's Seventh-day Adventist schools are full of outstanding individuals who are dedicated to making a difference in the lives of young people. So, your letters must explain what makes your nominee exceptional. Don't just say your nominee is outstanding – prove it by using examples and stories to illustrate. Use the sample criteria listed below, providing specific examples for as many criteria as you can. Be sure to sign and date the letter.

The three letters (from the nominator and two recommenders) should provide examples from a range of views and perspectives and cannot be written by immediate family members of the nominee. For example, an administrator might write a letter about outstanding academic performance. A student might talk about the impact the nominee had on his/her life. A pastor or parent could profile how the nominee links the school with the church and the community.

### Sample Criteria:

- **Spiritual Credibility:** someone who lives in a way that demonstrates a personal relationship with Jesus Christ and who inspires students to develop their own spiritual lives.
- **Concern for Students:** someone who supports students in the learning process, encouraging them to overcome obstacles and aim high and who makes a profound and positive impact on children's intellectual, social, and emotional development.
- **Innovation in Teaching Methods and Strategies:** someone who is creative and enthusiastic in communicating subject material, who thinks outside the box and advances new approaches to teaching and learning.
- **Impact on School Improvement:** someone who takes the lead in school improvement and is responsible for transforming/improving a school and/or its impact on the community.
- **Involvement in Church and Community:** someone who takes an active part in the local church and community and inspires students to be good citizens, encouraging them to think both locally and globally and teaching them the importance of strong values.
- **Mentor to Others:** someone who is an outstanding mentor to other educators and staff, who leads by example, builds on success, and inspires others to overcome challenges.
- **Professional Growth:** someone who values lifelong learning and who is regularly involved in professional development opportunities to strengthen his/her skills and effectiveness.

These are just a few of the ways that Adventist educators make a difference in the lives of students, families, and communities across Canada. But they aren't the only ways. You may have additional reasons for nominating someone. Share your stories of how that special teacher or administrator made a positive impact on their school and its students.

***Please attach your letter of recommendation to this form.***

# Excellence in Education Award

## Letter of Recommendation Form



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Name of Recommender \_\_\_\_\_

Email \_\_\_\_\_

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