



New Jersey Department of Education 2018 Exemplary Elementary Educator Recognition Program

Information Sheet

The Department invites administrators from each district to **recommend up to three educators** for the 2018 Exemplary Elementary Educator Recognition Program by completing an online application for each nominee. Candidates should be mid-career professionals with at least 5 years of experience in elementary (**grades PreK-5**) classrooms serving in teacher, specialist, and/or principals roles, who have demonstrated the criteria listed below:

- Exceptional educational talent as evidenced by effective instructional practices and student learning results in the classroom and school. Note: The nominee must be rated Effective or Highly Effective on his or her 2016-17 final summative evaluation rating;
- Exemplary educational accomplishments beyond the classroom that provide models of excellence for the profession;
- Contributions to education that are largely unheralded, yet worthy of the spotlight;
- Engaging and inspiring presence that motivates and impacts students, colleagues, and the community; and
- Strong, long-range potential for professional and policy leadership.

This is a confidential process. Candidates should not be aware of this recommendation.

2018 Exemplary Elementary Educator Online Recommendation Application Checklist

In order to recommend an Exemplary Elementary Educator, you must **log on to the [NJDOE's Homeroom website \(http://homeroom.state.nj.us/\)](http://homeroom.state.nj.us/)**. You will need a **district-level user account** for this project **from your district's Homeroom Administrator (formerly WUA)** in order to get a username and password to access the 2018 Exemplary Elementary Educator Recommendation Application (Exemplary Educator). To submit an online application, you must follow the steps listed below:

- Complete the online **Exemplary Elementary Educator Recommendation Application**. (Note: For the evaluation components and narratives, we highly recommend that you compose your answers in Microsoft Word or text-editor and save them. Then, copy and paste your narratives into the appropriate areas on the online form.)
- Upload a one-page, **signed recommendation letter on official letterhead** explaining how the candidate meets the criteria. (Since it must contain an official signature, please SCAN and upload in PDF format.)
- Upload the candidate's **resume**. (The resume need not be current, but must be either in Word (doc or docx) or scanned in PDF format.)

After each component of the online application is complete, you will see a completion date listed. When all the components of the application are complete and submitted, you will then see a verification message stating "Completed Recommendation." Please print a copy for your files.

Your completed Exemplary Elementary Educator Recommendation Application(s) **must be submitted online by 4 p.m. EST on Friday, April 6, 2018**. *Should you have any questions, please contact Nancy Besant at nancy.besant@doe.state.nj.us.*