Fall 2022 to Feb. 2023: Districts select their Teacher of the Year nominee(s)*

1) Each District selects and uses an internal process that works for their own goals.

2) Districts are welcome to use the Napa County Teacher of the Year logo in marketing their internal program. It is not required.

3) Required: Each nomination put forward to NCOE for County program will include three items: A completed Administrator Submission Form along with a principal letter of recommendation, a participation agreement from the nominee, and an essay from the nominee, using the requested prompt (modified version of State TOY Essay #3):

4) All materials are DUE at NCOE no later than 5 p.m. on Feb. 24, 2023. Email submissions to Eemmett@Napaco.org and put District and nominee name in the subject line.

* For 2023, NVUSD can submit up to 5 total nominees; SHUSD and CJUSD can submit 1 nominee each; and Howell Mountain and Pope Valley can submit one nominee together, for a total of 8 countywide nominees.

Napa County TOY/California TOY eligibility requirements. Must:
- Be fully credentialed and currently employed to teach any preK through grade 12 curriculum to children or adults.
- Be employed full-time or as a longterm substitute. Nominees may be assigned some administrative duties so long as teaching is the primary responsibility.
- Have completed 8 years of teaching at the time the nomination is submitted to NCOE.
- Be available to fulfill ambassadorial duties during the year of service and be supported by their employer if selected as California Teacher of the Year.

Feb. 24 - April 21, 2023: NCOE-led selection team conducts selection process

1) A selection committee led by NCOE will review the nominations.

2) The process will include a review of the principal insights and teacher essays, as well as a virtual or in-person site visit to each of the 8 nominees' classrooms. Every effort will be made to ensure that the entire committee is present for all 8 visits.

3) On April 21, NCOE will announce the Napa County Teacher of the Year. The remaining 7 nominees will be considered finalists.

4) On May 24, at 4 p.m., NCOE will host the annual Most Excellect School Staff community event, honoring the finalists and the Teacher of the Year, as well as the Napa County Classified Service Employees of the Year. Please add this date to your calendar now!

June-July 2023: NCOE staff works with TOY to complete the State application

1) The application includes a series of essays to be completed by the TOY and a data section that NCOE will ask the relevant District to help complete. The application calls for a portrait of the nominee. NCOE will make those arrangements with the TOY.

2) NCOE will submit the application on Napa County's behalf in August. The exact date is TBD, subject to CDE requirements.