



2024 Process

May be modified as CDE guidelines become available

NCOE contact: eemmett@napacoe.org

Fall 2023 to Feb. 2024: 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](#) including a principal letter of recommendation, an [essay from the nominee, using the requested prompt](#) (State Teacher of the Year Essay #1), and a participation [agreement](#) from the nominee.
- 4) All materials are **DUE** at NCOE no later than 5 p.m. on Feb. 23, 2024. Email submissions to eemmett@napacoe.org and put District and nominee name in the subject line.

* For 2024, NVUSD can submit up to 5 total nominees; and SHUSD, CJUSD, NCOE, PVUESD, HMESD can submit 1 nominee each, for a total of 10 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. 25 - April 19, 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 recommendation and teacher essay, as well as an in-person site visit to each of the nominees' classrooms. Every effort will be made to ensure that the entire committee is present for all visits.
- 3) **On April 22**, NCOE will announce the Napa County Teacher of the Year. The remaining nominees will be considered finalists.
- 4) **In May**, NCOE will host the annual Most Excellent 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. Date to follow.

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 July. The exact date is TBD, subject to CDE requirements.