



## 2025 Selection Process

*\*May be modified as CDE guidelines become available*

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**Nominees due to NCOE: February 21, 2025**

**Most Excellent School Staff Celebration: May 21, 2025**

**Fall 2024 to Feb. 2025: Districts select Teacher of the Year nominee(s)**

*\* NVUSD can submit up to 5 nominees; CJUSD, HMESD, NCOE, PVUESD, SHUSD can submit 1 nominee each; for a total of 10 county-wide nominees.*

- 1) Each district uses an internal process to select their nominee(s).
- 2) Districts are welcome (not required) to use the [Napa County Teacher of the Year logo](#) in marketing their internal program.
- 3) Each nomination put forward to NCOE for the County TOY program must include the following items:
  - A completed [Administrator Submission Form](#)
  - A Principal one-page Letter of Recommendation
  - An essay from the nominee, using the [requested prompt](#) (CA Teacher of the Year Essay #1)
  - A [Nominee Participation Agreement](#)
- 4) Nominee packets are DUE to NCOE no later than **5 p.m. on February 21, 2025**. Email submissions to [mdrossos@napacoe.org](mailto:mdrossos@napacoe.org) and put district and nominee name in the subject line.

## **Napa County TOY/California TOY Eligibility Requirements**

- Be **fully credentialed** and currently employed to teach any pre-K through grade 12 curriculum to children or adults.
- Have completed **8 years** of teaching at the time the nomination is submitted to NCOE.
- Be employed **full-time or as a long-term substitute**. Nominees may be assigned some administrative duties so long as teaching is the primary responsibility.
- 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.

## **March 3 – March 28, 2025 NCOE Conducts Selection Process**

- 1) A selection committee led by NCOE will review the nominations.
- 2) The process will include a review of the teacher essay and principal recommendation, as well as an in-person site visit to each of the nominees' classrooms.
- 3) In **early April 2025, NCOE will announce the Napa County Teacher of the Year**. The remaining nominees will be recognized as finalists.
- 4) **May 21, 2025** 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 School Employees of the Year.

## **June-July 2024 NCOE staff works with TOY to complete the CA TOY 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 photo 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 the CDE deadline.