

## General Guidelines and Instructions

The classroom teacher is the backbone of the American educational system. No one person has a greater impact on the education of a child than does the teacher who creates the primary learning and instructional environment. It is the mission of the National Teacher of the Year Program to recognize and honor the contributions of the American classroom teacher. The Program is the oldest and most prestigious honors program to focus public attention on excellence in teaching.

The National Teacher of the Year Program, presented by Voya Financial, has been run by the Council of Chief State School Officers since 1952.

Every state may nominate a candidate for National Teacher of the Year. The National Teacher is released from classroom duties during the year of recognition to serve as a spokesperson and advocate for the entire teaching profession. The National Teacher of the Year maintains a full schedule of speaking engagements throughout the country, and increasingly throughout the world, before a variety of business, community, and education groups.

### Nomination

Each chief state school officer is invited to nominate a candidate from his or her jurisdiction. The method and materials used to select the state candidate may vary from jurisdiction to jurisdiction, but we recommend that states use the National Teacher of the Year Program Guidelines at the state level for ease when completing the national application.

### Criteria

A candidate for National Teacher of the Year (NTOY) is a State Teacher of the Year in a state-approved or accredited school; prekindergarten through grade twelve, who is planning to continue in an active teaching status.

The National Teacher of the Year candidate has the respect and admiration of their colleagues:

1. Is an expert in their field who guides students of all backgrounds and abilities to achieve excellence.
2. Collaborates with colleagues, students, and families to create a school culture of respect and success.
3. Deliberately connects the classroom and key stakeholders to foster a strong community at large.
4. Demonstrates leadership and innovation in and outside of the classroom walls that embodies lifelong learning.
5. Expresses themselves in an engaging and articulate way.

## Selection

A National Selection Committee selects four finalists from the nominations received. The finalists participate in individual interviews with the committee in Washington, DC. The National Selection Committee is composed of representatives from leading national education organizations.

If a state's candidate is selected as the 2018 National Teacher of the Year, the chief state school officer and the teacher will be notified, on a confidential basis, several weeks in advance of the public announcement. The three finalists not selected and their chief state school officers will receive confidential notification at the same time.

**If you have any questions, please contact Jo Ann Bujarski, Teacher of the Year Coordinator, Idaho State Department of Education, by phone at (208) 332-6848 or by email at [jbujarski@sde.idaho.gov](mailto:jbujarski@sde.idaho.gov).**

## Timeline for National Teacher of the Year Selection

Prior to May 26, 2017	Applications for Idaho State Teacher of the Year need to be in to the State Teacher of the Year Coordinator.
Prior to September 30, 2017	Inform the National Teacher of the Year Program of the name of your state's candidate, subject and grade level(s) taught, and the name of the candidate's school.
October 2, 2017	Online submission window opens. This process will involve the selected Idaho State Teacher of the Year.
November 2, 2017	Online submission window closes.
November 6, 2017	The National Selection Committee begins review of all state applications for prior to the initial meeting of the Committee.
December 2017	The Selection Committee meets and selects four finalists.
By January 2018	Finalists, their chief state school officers, and state teams of the four states selected will be notified by the Council of Chief State School Officers.
March 2018	The four finalists will be brought to Washington, D.C., where they will meet with the Selection Committee in a variety of situations, including individual interviews.
March 2018	The teacher selected and the three finalists, along with their chief state school officers, will be notified of the Selection Committee's decision.
April/May 2017	The 2018 National Teacher of the Year will be announced and honored in Washington, DC.