



Fresno County EDUCATOR OF THE YEAR



MEMORANDUM

DATE: December 2024
TO: Administrator of the Year Nominees
FROM: Jennifer Quinn-Yovino
Educator of the Year Coordinator
RE: District Nomination

Congratulations! You have been chosen as your district's winner and are moving on to the Fresno County Administrator of the Year awards!

Enclosed is the application packet which includes instructions for your nomination and a timeline for the process. Please complete the paperwork and upload your application at: educatorawards.fcoe.org under "District Nominations" by Monday, March 10, 2025, at Midnight. (Please also provide your district office with a copy for their files.)

Your district has recognized you as a leader in education and is proud of the work you do for our students. This nomination sets you apart from the rest, and regardless of the outcome, designates you as a winner. Therefore, all nominees, their families, and colleagues will be invited to celebrate this achievement at the gala awards ceremony in the fall. Once again, congratulations on this tremendous honor.

NOTE: If you do not wish to be considered a finalist at the county level but would still like to be recognized as your district's winner at the fall event, please complete steps one and seven listed on the following page and submit by the deadline. Thank you!

Application procedures on next page

Special Projects, Office of the Fresno County Superintendent of Schools

1111 Van Ness Avenue • Fresno, California 93721

(559) 265-3014 • www.fcoe.org



Fresno County EDUCATOR OF THE YEAR



ADMINISTRATOR APPLICATION

1. Completed nomination form (*attachment*)

Note: If you do not wish to move forward and be considered as a finalist, you do not need to complete steps 2-6. You only need the nomination form and photo to be honored as your district's winner at the November ceremony.

2. District nomination letter (*two pages maximum, double spaced*)

This letter should be written by the nominating administrator (or district representative) explaining why the candidate is the district winner and why they should be considered for the Fresno County honor.

3. Nominee introduction: (*two pages maximum, double spaced*)

Explain what you do and what it is like to be on your campus or in your department / program.

4. Resumé (*Career History and Professional Development Activities*)

Consider including:

Education and credentials Professional experience Service to the community Professional affiliations
Recognition, awards, honors, grants, publications Professional development

5. Professional Reflections (*two pages maximum, double spaced*)

Describe how your leadership has contributed to the profession. Please also include the rewards of being an administrator and the accomplishments of which you are most proud.

6. Two letters of support from any of the following:

Administrator, colleague, student or community member

7. Photo Reservation Form: (*included in packet*)

Reserved photography dates Feb 27 and 28 from 3:00 - 5:30 p.m. or March 1 from 8:30 a.m. - 11:30 a.m.

at the office of the Fresno County Superintendent of Schools: [1111 Van Ness Avenue, Fresno, CA 93721](https://www.fresnocountyk12.org/1111-Van-Ness-Avenue-Fresno-CA-93721).

Detailed instructions will be given when you call for an appointment. There will be no charge.

Nominees must call to schedule an appointment: Phone (559) 603-6730.

Applications must be uploaded by Midnight on Monday, March 10.

The portal is on our website under "District Nominations" at the link below:

educatorawards.fcoe.org

if you have questions, please call: (559) 603-6741



Fresno County EDUCATOR OF THE YEAR



ADMINISTRATOR NOMINATION FORM

Note: Nomination Form must be typewritten if not completed electronically.
To complete the form electronically go to educatorawards.fcoe.org

Name: _____

Phonetic Pronunciation: _____

Title: _____

School: _____

School Address: _____

School Phone: _____ Fax: _____

School District: _____

Number of Students in District: _____ Number of Students in School: _____

Total Years in Education: _____ Number of Years at Present Location: _____

Email Address: _____

Home Address: _____

Cell Phone: _____ Drivers License Number: _____

I hereby give my permission that any or all of the following material may be shared with persons interested in promoting the Educator of the Year Program.

Supervisor if other than Superintendent: _____

Address: _____ Phone: _____

Signature of District Superintendent

Signature of Nominee:

X _____ X _____



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TIMELINE

March 10

Applications uploaded by Midnight @ educatorawards.fcoe.org

March 11 – April 2

District Application Review

NOTE TO DISTRICT LIAISONS: If your district would like to participate in the pre-selection process, please forward the name and information of a representative who will read and score (using a rubric) the applications for each of the categories in which they have a nominee. Based on these district scores, we will identify **FOUR** finalists in each category who will be forwarded to the final selection committee. At least one finalist in each category will be from a large district (ADA > 5,000), one from a medium sized district (ADA < 5,000), and one from a small district (ADA < 1000). The remaining finalist may be from any sized district.

Please forward your chosen reader's contact information to cvillarreal@fcoe.org by Feb 28.

April 4

Districts with finalists notified.

Feb 27, 28 & March 1

Nominee photo appointments at [1111 Van Ness Ave, Fresno CA 93721](http://1111VanNessAve.com).

Please call Cynthia Villarreal at (559) 603-6730 to schedule your photo appointment.

April 23 – May 1

Finalist interviews with the selection committee. The committee is comprised of past winners, retired educators, business leaders and community members.

May 7 – 30

Video shoots at finalist work sites.

Please call Cynthia Villarreal at (559) 603-6730 to schedule your video shoot.

November 20

All nominees and finalists will be recognized and winners announced as we honor everyone at the awards ceremony in the fall.