



# Fresno County EDUCATOR OF THE YEAR



## MEMORANDUM

**DATE:** December 2024  
**TO:** Employee 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 Employee 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](http://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 five 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](http://www.fcoe.org)



# Fresno County EDUCATOR OF THE YEAR



## EMPLOYEE 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 2-4. 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:** (*three pages maximum, double spaced, and written by the nominee*)

Describe the job you do at your school/worksites. Please include any special moments that you would like to share along with your community involvement and your contribution to the education of students at your site or in your district.

**4. Two letters of support from any of the following:**

Administrator, colleague, student or community member

**5. 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.fresno.k12.ca.us/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](https://educatorawards.fcoe.org)

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



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## EMPLOYEE NOMINATION FORM

**Note:** Nomination Form must be typewritten if not completed electronically.  
To complete the form electronically go to [educatorawards.fcoe.org](http://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: \_\_\_\_\_

Major Subject Area (if any): \_\_\_\_\_ Grade Level: \_\_\_\_\_

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.***

Immediate Supervisor: \_\_\_\_\_

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](https://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](mailto: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](https://www.fresno.gov/1111-Van-Ness-Ave-Fresno-CA-93721).

*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.