



# Fresno County EDUCATOR OF THE YEAR



## MEMORANDUM

**DATE:** March 2024

**TO:** Administrator of the Year Nominees

**FROM:** Jennifer Quinn-Yovino  
Educator of the Year Coordinator

**RE:** District Nomination (REVISED CONTENT and TIMELINE)

**Congratulations!** You have been chosen as your district's nominee for the Fresno County Administrator of the Year award!

Enclosed is the revised application packet which includes instructions for your nomination and an updated timeline for the process. Please complete the paperwork and upload your application at: [www.fcoe.org/educator-awards](http://www.fcoe.org/educator-awards) under "District Nominations" by Wednesday, April 10, 2024 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.

**Application procedures on next page**



# FRESNO COUNTY EDUCATOR OF THE YEAR ADMINISTRATOR APPLICATION



**1. Completed nomination form** (*attachment*)

**2. Letter of introduction:** (*three pages maximum, double spaced*)

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

**3. 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

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

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

**5. One letter of support from school principal.**

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

**Reserved photography dates are April 25 and 26 from 3:00 - 5:30 p.m. or April 27 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](http://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 Wednesday, April 10.**

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

[www.fcoe.org/educator-awards](http://www.fcoe.org/educator-awards)

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



# FRESNO COUNTY EDUCATOR OF THE YEAR NOMINATION FORM



## Administrator of the Year

**Note: Nomination Form must be typewritten if not completed electronically.  
To complete the form electronically go to [www.fcoe.org/educator-awards](http://www.fcoe.org/educator-awards)**

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:	
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 \_\_\_\_\_



# FRESNO COUNTY EDUCATOR OF THE YEAR

# TIMELINE



## **April 10**

Applications uploaded by Midnight @ [www.fcoe.org/educator-awards](http://www.fcoe.org/educator-awards)

## **April 11-16**

District Application Review

**NEW THIS YEAR:** 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 < 750). The remaining finalist may be from any sized district.

*Please forward your chosen reader's contact information to [elopez@fcoe.org](mailto:elopez@fcoe.org) by April 5.*

## **April 18**

Districts with finalists notified.

## **April 25-27**

Nominee photo appointments at 1111 Van Ness Ave, Fresno CA 93721.

*Please call Erika Lopez at (559) 603-6730 to schedule your photo appointment.*

## **April 29-May 8**

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

## **May 17-31**

Video shoots at finalist work sites.

*Please call Erika Lopez at (559) 603-6730 to schedule your video shoot.*

## **November 21**

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