Dear Principals,

The Star Teacher nomination process is a wonderful opportunity to recognize our best teachers who “Inspire Excellence: Every Grownup, Every Child, Everyday!”  As principals, we are asking that you solicit feedback from your staff on who they feel exemplifies the necessary traits of a STAR Teacher and then engage your building leadership team to establish a nomination and election process. Once your leadership team has elected a representative as the nominee for your building, please submit your nominee’s **name** via email to [carlos.clay@kckps.org](mailto:carlos.clay@kckps.org) , no later than **Tuesday, January 23, 2018 at 4:00 PM**.

Similar to the criteria for the Kansas Teacher of the Year, your selection should represent the teacher who best exemplifies excellence in student learning and your school community. Specifically, your nominee should be:

* An educator with strong pedagogy
* An educator who is innovative, creative and has a growth mindset
* An educator who is a positive influence on students and staff
* An educator who is engaged in the community and professional affiliations

Please review the attached document carefully and familiarize yourself with the application itself and what we are asking our educators to reflect on during this process. You may want to share the attached District application with your nominee, once selected, so that they can get a jump on completing the info but it is not required of you to do so. We will formally provide the nominee with the District application packet. Their district application packet will be due **Thursday, February 8, 2018 by 4:00 p.m.**

The individual selected from your building will be recognized at the district’s STAR Teacher Award Ceremony on **Wednesday, April 4, 2018**, from 4:30 p.m. to 6:30 p.m., at the Central Office and Training Center.  An EC-5 and a Secondary Star Teacher will advance as nominees for the State of Kansas Teacher of the Year Award.

Please see the attached Star Teacher nomination form, along with the selection requirements.  Please forward completed nominations to Carlos Clay, HR Advisor, via email at [carlos.clay@kckps.org](mailto:carlos.clay@kckps.org). If you have any questions regarding the Star Teacher nomination process, please contact Amy Jo Troyer at 913-279-2356.