

THE APPLE AWARDS PROCESS

2024

SATURDAY, MARCH 30 - DCSD LEGACY CAMPUS
7:00 - 10:30 PM - LONE TREE, COLORADO

1

Nominations yield
NOMINEES

Submitted online by students,
staff and members of the public

Oct. 2 - Nov. 12

www.foundationdcs.org

Almost
2,600
in 2023

2

Schools pick
REPRESENTATIVES

Chosen by your school or department from
your pool of nominees

December 1 - 18

Two Categories: Certified & Classified

3

Representatives
submit a

**WRITTEN
INTERVIEW**

By January 16

4

Finalists are
SELECTED

by the Finalist Committee

February 15

5

**CELEBRATION
WEEK**

Celebrate the accomplishments
of all nominees

March 25 - 29

6

5 Apple Award
WINNERS

Announced at the Apple Awards

March 30, 2024

Elementary Educator of the Year
Secondary Educator of the Year
Classified Employee of the Year
Department Employee of the Year
District Administrator of the Year

2024
**APPLE
AWARDS**
GALA



Nominations

The Apple Awards are designed to focus on and recognize an outstanding member of your team and the positive impact they have on students and the district. **NOMINATION WINDOW OPEN OCTOBER 2 - NOVEMBER 12, 2023.** (The Apple Awards team will then review and publish all nominations on the Foundationdcs.org school web pages by November 30, 2023)

General Nomination Process:

- Any Douglas County student, parent, employee or community member may nominate one or more teachers, classified/support staff members and/or administrators
- Multiple nominations from the same nominator for the same nominee will not increase the nominee's chances of being selected for an Apple Award
- Nominations must be made using the online form, no exceptions
- All nominations will be available to view on the school web page on the Foundationdcs.org site. A spreadsheet containing all nominations will be sent to each school or site administrator with 50 or more nominations.

Selecting Your Representative(s)

Each DCSD school is represented by **one certified educator** and **one classified staff member**. Each charter school will be represented by **one charter school certified educator** and **one classified support staff member**. Each DCSD Administrative site will be represented by **one support staff member**. Each school/site chooses its representatives through an internal selection process.

Please note: The Apple Awards are not intended to be an award given to an employee retiring or the most popular at your school or site. Rather, it is designed to focus on outstanding members of your team.

Certified Elementary & Secondary Educators of the Year

Criteria/Eligibility

- Any PreK-12 certified, licensed teacher in any/all Douglas County School District schools
- Licensed teachers include any certified employee with a teaching license

Internal/School Apple Representative Selection

To select your Elementary/Secondary Apple Award Representative, principals should follow this process at their school:

- Determine the top three nominees (if applicable)

Questions to consider when making your top three selections:

1. Why was this teacher nominated?
2. How does this teacher inspire students?
3. How does this teacher demonstrate excellence in education?
4. Do you feel that this teacher engages students and their families in the learning process? How?
5. How does this teacher demonstrate and model leadership within the school environment?

Classified School and Department Employees of the Year

We will honor one District employee from a school and a District administration site.

Classified/Support Staff School Representative Selection

Each school/Administrative site selects one classified/support staff representative through the following process:

- Determine the top three nominees (if applicable)

Questions to consider when making your top three selections:

1. Why was this person nominated for an Apple Award?
2. How does this person support the goals and priorities of the District?
3. What are some of the differences this person has made in the lives of Douglas County students or staff?

For All Award Categories

- The top three nominees should be voted on by internal school or department staff
- Principals/administrators can post nomination comments as part of the voting process
- If only one staff member qualifies, the internal voting process may be skipped at the school level
- Apple Award representative names need to be sent to the Foundation by **December 18, 2023**. A google form link will be emailed to the school principal or department head prior to the deadline
- The Foundation will notify Apple Award representatives by **December 19, 2023**.
- A Finalist Written Interview from the selected Representatives, approved by the site Administrator for each representative, is due to the Foundation by **January 16, 2024**.
- Formal announcement of all DCSD representatives will be made public

Finalist Selection Process

When the Apple Award Representatives have been named, the Foundation will invite each selected Representative to complete a brief Finalist Written Interview that will be used to select the Finalists for the Apple Awards. All written interviews must be approved by the Representative's Administrator in order to be considered.

The Finalist Interviews are reviewed by the Finalist Selection Committee, which is comprised of senior administrators, past Apple Award winners, members of the community, and Foundation Trustees. The Selection Committee uses a scoring rubric to evaluate all Finalist Interviews and select the Apple Awards finalists and winners. These awardees are announced at the Apple Awards Reveal on **March 30, 2024**.