

Distinguished Educator

Evaluation Criteria



Cycle 22

1440 – 1441

2019 – 2020

Our Vision

Leading the Way in Supporting Excellence of Academic Performance and in Nurturing the Gifted and the Innovative

**Thank you for your interest in participating in Hamdan Bin Rashid Al Maktoum Foundation for Distinguished Academic Performance Awards.
We wish you all the best**

Note: Hard Copy (Paper) applications are no longer valid. Please fill out the electronic application form through <http://tahkeem.ha.ae> during the annual application calendar found on:
<http://www.ha.ae/web/guest/annual-calendar>

The Distinguished Educator

Definition

Any public or private sector employee in the education field who extends services to students and/or teaching staff either in direct or indirect ways which enhance their potentials and abilities for continuous improvement and development that serve the educator's educational institution's strategic goals. Educators may be:

- Heads and deputy heads of educational coordination units and department heads who directly or indirectly support students and/or educational staff including principals and vice principals.
- Supervisors of student service units such as, academic affairs, academic advisors, counselors, student services, health services and safety and security office.
- Providers of student educational, psychological and social counseling services such as, social/psychological counselors, special needs specialists and resource rooms and science laboratory technician.

Incentives and Rewards

- Winner receives a financial reward of AED 35,000, a Certificate of Appreciation and Excellence Trophy.
- A Certificate of Excellence is awarded to participations receiving a minimum of 80% of allocated marks.
- A Certificate of Participation is awarded to participations receiving a minimum of 50% of allocated marks.

Participation Conditions

- Applicant must represent one of the educators' category stated in this form.
- Applicant must have obtained a performance evaluation of "Excellent" by his institution in the past 2 years.
- Applicant may re-apply for Award unless he/she has won the "Distinguished Educator Award" at any cycle.
- A maximum of 3 educators employed by the same educational administration may apply for the "Distinguished Educator Award" in the same cycle.

Definitions

- **Knowledge:** Theoretical and practical accumulative expertise and skills acquired by individuals through past experiences, education and training.
- **Efficiency:** Accomplishing tasks in best ways possible and with best utilization of available resources.
- **Strategy:** Long-term plans that guide an educational institution through immediate and short-term plans set by institution to achieving its mission, vision and goals.
- **Services:** Resulting products of operations and activities conducted by the educational administration aimed for intended clients.
- **Concerned Parties:** Individuals and/or entities who are stakeholders of educational organizations and who affect operations or are affected by actions.
- **Performance Evaluation:** Review of educational performance according to identified criteria.
- **Criteria:** Requirements and conditions of educational excellence of the “Distinguished Educator” category.
- **Foundation Cycle:** The period of time from the participation start date till the announcement of results.
- **Introductory Summary:** A document prepared by participating educator where he/she explains in detail the nature of his/her work, activities and accomplishments in order to give the Award evaluator a clear picture of his/her performance.
- **Recommendation Letters:** Letters sent by the educational institution at which the applicant is employed in support of his/her participation, his/her character and his/her competence to receive this prestigious award.
- **Participation Application Form:** The electronic application form for the “Distinguished Educator Award” criteria posted on Hamdan Bin Rashed Al Maktoum Foundation for Distinguished Academic Performance website to be filled out during set application dates, and enclose all required documents.
- **Initial Evaluation:** On-paper-based evaluation of application.
- **Interview:** Applicant who qualifies to go to the interview stage is interviewed by evaluation committee to assess his/her eligibility for the field visit stage.
- **Field Visit:** Participant’s application is completed and queries are answered.
- **Evaluation Stages Queries:** A list of most significant inquiries prepared by evaluation committee based on their views and with reference to the criteria of this category on filed information during the initial and interview stages, data requiring explanation, justification or confirmation by applicant.
- **Final Evaluation:** In this third and final stage, the final evaluation report is documented and attained marks are recorded. Evaluators will determine winners or winning nominees.
- **Final Report:** This is the main product of the evaluation process which includes the evaluation summary, strengths and areas of improvement per the main criteria. A transcript of participation marks certified by the head of the evaluation team will be attached to final report and submitted to applicant.
- **Transcript:** Marks acquired by applicant for each main criterion and sub-criteria assessed by evaluation committee based on category criteria.
- **Quality Assurance:** Conducted by a certified assessor of evaluation processes who insures accuracy and validity of procedures, and who reports to the Foundation administration conveying the pros and cons of operations and ways of improvement.

General Guidelines

- A maximum of 3 educators employed by the same educational administration may apply for the “Distinguished Educator Award” in the same cycle.
- In the event of accepting the application for the “Distinguished Educator Award”, the Foundation administration will determine the number of accepted applications filed by all applicants from all educational institutions to be contacted to set up interview appointments at the Foundation premises. Based on these interviews, potential applicants will be chosen to proceed to the field visits.
- Applicant choice is based on:
 - ✓ Academic and educational background
 - ✓ Accumulative academic and educational expertise
 - ✓ Achievements accomplished by applicant pertaining to the “Distinguished Educator” category criteria
 - ✓ Presentation skills
- In case an application is rejected, the Foundation administration will email the applicant to explain reasons for application rejection and to permit him/her to re-apply one more time only.
- Note: The Foundation administration has the right to reject an application in one or more of the following cases:
 - ✓ Not abiding by website-posted application dates
 - ✓ Not fulfilling the “Introductory Summary” writing codes set in this guideline
 - ✓ Not seeking accuracy when completing application form requirements
 - ✓ Exceeding the 2 GB limit for electronic filing
- All participation documentation should be filed online, on the Foundation website.
- All documentation filed for application should be in electronic PDF format.
- All information presented by applicant is handled with extreme confidentiality.
- The evaluation process depends entirely on the information and documents presented by applicant.
- Prior to commencing the application process, participant should ensure eligibility in accordance with pre-stated application conditions.
- Applicant’s educational institution is fully responsible to facilitating the evaluation committee field visit. In case of insufficient support, the Foundation administration has the right to revoke the visit and email the applicant conveying the reason for cancelation.

The Electronic Application Form

1. Applicant must file application electronically at: <http://tahkeem.ha.ae>
2. All required information and documentation must be enclosed
3. Documents cannot be repeated and must carry an orderly serial number

***Please print the Avowal and enclose electronically.**

Avowal

I, _____ hereby attest to the authenticity of the data and documents enclosed with the application form. If any information herewith is found to be false, the Award Committee has the right to take necessary measures. Furthermore, I attest that I have read all instructions & conditions on applying for the Award wherein I will abide by all the formerly mentioned guidelines.

Name:

Signature:

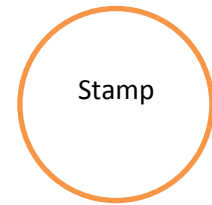
Date:

Endorsement

School Principal

Name:

Signature:



Nominee Teacher Data Sheet

Nominee Personal Information:

Name(as shown on passport):

Nationality: Gender: Male Female Birth Date: / /

Academic Degree: Year of Graduation:

Teaching Qualification: Year of Employment:

Course(s) Taught:

Grade(s) Taught:

Grade Level you are nominated through:

Kindergarten 1 2 3 4 5 6 7 8 9 10 11 12 13

School: Educational Zone: Country:

Type of Education: Government Private

Nominee Contact Information:

Country: Emirate/City: Phone:

P.O Box: Mobile: Email:

School Contact Information:

Country: City/ Emirate: Area/Street:

Phone: Fax: P.O Box:

Mobile: Email:

Website:

Have you ever participated in Hamdan Bin Rashid Al-Maktoum Foundation for Distinguished Academic Performance Distinguished/Teacher category?

Yes No Result (.....) Cycle (.....)

The "Distinguished Educator" Category

Introductory Summary

Criterion no.	Applicant's Strengths	Attachment Name (if any)

**Distinguished Educator
Evaluation Criteria**

Main Criterion	Allocated Points	Earned Points		
		On-Paper Evaluation	Interview	Field Visit
1. Performance and Professional Achievement	300			
2. Cooperation and Commitment	150			
3. Professional Efficiency and Continuous Development	250			
4. Initiation and Innovation	150			
5. Community Participation and Responsibility	150			
Total	1000			

References

*** At the time of filling out the electronic application form, contact information for the following must be added to request recommendation letters attesting to the applicant's commitment to professional ethics:**

- The educational organization the applicant is affiliated with.