

OESTA Chair – Job Description

The OESTA chair is responsible for selecting section, state and honorable mention awardees or selecting a committee of people for the selection process.

Duties include (see checklist): (a checklist is provided to track progress for the award process)

Nominations are accepted June through May of the previous year. Applications are acknowledged as they are received and if applications require supporting documentation or are incomplete, the nominator is contacted. Nominees are notified that materials will not be returned unless requested. When the nomination period is closed the nominations/applications will be reviewed and scored on the criteria outlined on the Scoring Sheet found in the OEST Process and Procedures Manual, September 1999, p. 16. When all parties have been scored, the selection process will proceed. The person with the highest score will be selected as the section winner and state winner if they are the only person from their state. In the event of a tie further review and /or external review and comments will be sought about the candidates. State winners are selected by highest score of person in that state – ties or multiple submissions from states are handled in the same way as section winners. Applicants with incomplete applications but who show evidence of quality teaching will be awarded honorable mentions. Nominators of others less qualified will be sent a letter stating that their nominee did not qualify and thanking them for participating.

Once the selection process is complete the following parties are notified:

- Section NAGT members/officers/state representatives
- Nominating party
- Honoree

The OESTA chair contacts state representatives for a party to present the award, ideally at a state science teachers' association meeting or NC-GSA. Information about when state science meetings are held is critical to this process – so that plaques are ordered in a timely manner. A file is started for John Wagner, the National OESTA representative.

The following forms and materials need to be gathered and sent to John Wagner (copies should be kept for OESTA files also):

- Nomination Forms
- Photograph of each nominee (digital or physical – request in notification email)
- Plaque order forms (need address and contact for who is presenting and dates of when need by – please allow 4-6 weeks for plaque)
- Cover Letter

In addition, the OESTA chair is responsible for writing narratives for awardees: 300 words maximum for section winner; 150 words maximum for state winner; 50 words maximum for honorable mention (send electronically to John Wagner). The OESTA chair also makes the honorable mention forms (file available) and prints on high quality paper, sends to current president for signature, purchases 8.5 x 11" black certificate frames. When honorable mention certificates are received back, send to appropriate parties. Reimbursement is available from section treasurer.

When all materials are collected – send to John Wagner. – Create file keep
Currently no term limit – may suggest