

SHARON DAVIS-STUBBE AWARD NOMINATION FORM

Sharon Davis-Stubbe's career was focused on literacy and adult education. She was director of the library in Wellston, as well as coordinator of the Jackson County ABLE Program, prior to becoming an educational consultant with the Ohio Department of Education. She was a member of the Ohio Literacy Network and OACE.

Each year OACE presents different awards in honor of Sharon Davis-Stubbe. Ms. Stubbe was a longtime supporter of adult and continuing education. **The awards include: Outstanding Teachers, Administrator, Support Staff, and Contributors.** The winners are presented the awards at the annual OACE conference scheduled for Friday, October 25th this year.

Award Criteria:

Nominees for Teacher and Administrator must be current paid members of OACE. Membership is not required for the Contributor and Support Staff categories. Eligible winners of the Administrator and Teacher of the Year awards will automatically be entered for consideration at the national level for the COABE (Commission on Adult Basic Education) Awards.

For **Teacher of the Year**, OACE is particularly seeking to recognize a teacher who:

- Currently teaches and has 5+ years of adult education teaching experience
- Communicates effectively with learners, colleagues, and supervisors
- Commits to the adult/ continuing education profession
- Commits to his/her own lifelong learning (evidence of professional development)
- Understands the physical, psychological, social, and cognitive characteristics of the adult learning
- Accepts the learner's cultural and ethnic uniqueness
- Provides a non-threatening, supportive atmosphere for learning, which fosters freedom of thought and expression
- Assists learners in formulating personal learning objectives and assessing progress towards those objectives
- Uses the instructional methods, techniques, materials, and resources most appropriate for the learning tasks and characteristics of the adult learner.

For **Administrator of the Year**, OACE is particularly seeking to recognize an administrator who:

- Has 5+ years of adult education experience
- Has made outstanding contributions to adult education
- Has a clear understanding of adult education and literacy not only as a process, but also as a concept that continues throughout life
- Has demonstrated leadership qualities at all levels (local, state, and national levels) and is a strong advocate of adult education and literacy
- Has proven results and is respected by his/her colleagues
- Has received awards and recognition for his/her work.

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Guidelines for submission:

- Attach the following cover sheet to the front of the packet of material to be submitted.
- The second page should be responses to the requested information including the statement on the nominee's service to the field.
- The packet should include at least two (2), but no more than four (4), one-page support letters (or the template on page 5 of this form) from individuals other than the person who is submitting the nomination.
- Additional information may be included, but the entire packet, including the cover page, cannot exceed ten (10) pages. Packets which exceed this limit will not be considered.

The application must be postmarked/mailed by **September 16, 2019 to:**

Cindy Wolfe
Delaware Area Career Center
4565 Columbus Pike
Delaware, OH 43015
Phone; (740) 203-2267
Fax (740) 363-9783
Email: wolfec@delawareareacc.org

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COVER SHEET:

Nomination information :

Please check one:

- Teacher:** includes Instructors/Trainees/Tutors/Direct Service Providers
 Administrator: includes Supervisor/Training Manager
 Support Staff: includes Instructional Assistants/Clerical/ and other Support Staff
 Contributor

OAACE Region:

- Central/Southeast Northeast Northwest Southwest

Nominee:

Name _____

Position/Title _____

Organization _____

Address _____

City, State, Zip _____

Telephone/ Extension _____

Email address _____

OAACE member ? Yes No

How many years of ABE
experience? _____

Nominator's Name:

Name _____

Position/Title _____

Organization _____

Address _____

City, State, Zip _____

Telephone/ Extension _____

Email address _____

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Written descriptions:

Please include or attach brief responses to the following:

1. Nominee's Work Experience (with ABE or outside of ABE):
2. Biography of the nominee:
3. Nominee's qualifications:
4. A description of the nominee's outstanding service to the field of adult and continuing education. Include contributions at the local, state, and/or national level:

Use this checklist to verify packet submitted:

- Cover Page
- Nomination Cover Sheet
- Written descriptions
- Support letters (2 – 4 letters)

The application must be postmarked/emailed by September 16, 2019.

Sharon Davis-Stubbe Award Support Letter

Nominee _____ for Outstanding _____

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1. Describe how long, and in what capacity, you have known this nominee.
2. Describe the contributions this person or organization has made to the local adult education field.
3. What contributions has this nominee made to the field of adult education at the state or national level?
4. What qualities make this nominee stand out in his or her particular area?
5. Do you have any additional comments?

Name

Title

Date

