



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 OAAACE.

Each year OAAACE presents different awards in honor of Sharon Davis-Stubbe. Ms. Stubbe was a longtime supporter of adult and continuing education. **The awards include: Outstanding Teacher, Administrator, Support Staff, and Contributor.** The winners are presented with the awards at the annual OAAACE conference scheduled for Friday, October 14th this year.

Award Criteria:

Nominees for Teacher and Administrator must be current paid members of OAAACE. 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 (Coalition on Adult Basic Education) Awards.

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

- ✓ Currently teaches and has five or more years of adult education teaching experience
- ✓ Understands the physical, psychological, social, and cognitive characteristics of the adult learner
- ✓ 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**, OAAACE is particularly seeking to recognize an administrator who:

- ✓ Has five or more 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

For **Support Staff of the Year**, OAAACE is particularly seeking to recognize an individual who:

- ✓ Currently works and has two or more years in the field of adult education
- ✓ Is recognized as an effective staff member by students, colleagues, and supervisors, and demonstrates excellent work habits



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- ✓ Demonstrates initiative as well as innovative, imaginative, and independent thinking to reach workable solutions to problems.
- ✓ Develops procedures and resources and utilizes good time management to improve the effectiveness of programs or organizations
- ✓ Commits to his/her own lifelong learning (evidence of professional development)

For **Contributor of the Year**, OACE is particularly seeking to recognize an individual or organization whose:

- ✓ Devotion to and financial contribution to the field of adult literacy have helped a program or organization expand our work.

Guidelines for submission:

- 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 one (1), but no more than two (2), one-page support letters from individuals other than the person who is submitting the nomination.
- A headshot/picture of the candidate

Use this checklist to verify packet submission:

- Nomination Cover Sheet
- Written description
- Support letters (1 – 2 letters)
- Headshot/Picture of Nominee

The application must be emailed by **September 30, 2022 to:**

Emily Hartzler
ehartzler@wcsc.org



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COVER SHEET:

NOMINATION INFORMATION

Please check one:

- Teacher Administrator Support Staff Contributor

OAACE Region:

- Central/Southeast Northeast Northwest Southwest

NOMINEE:

Name

Position/Title

Organization

Address

City, State, Zip

Telephone/ Extension

Email address

How many years of Adult Basic Education experience?

NOMINATOR

Name

Position/Title

Organization

Address

City, State, Zip

Telephone/ Extension

Email address

WRITTEN DESCRIPTION:

Please respond to the following:

1. Nominee's Work Experience (with adult basic education)
2. Biography of the nominee:
3. Nominee's qualifications
4. Nominee's future plans/goals
5. 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:



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WRITTEN DESCRIPTION: Please respond to the questions on the previous page.

LETTER(S) OF SUPPORT

Must include at least one, but no more than 2 letters. Letters should address the following:

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?



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SUPPORT LETTER 1 *(Required)*

Nominee _____ **for Outstanding** _____

NAME

TITLE

DATE



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SUPPORT LETTER 2 *(Optional)*

Nominee _____ for Outstanding _____

NAME

TITLE

DATE