Guide to Jeddah People Award for Distinguished Teacher

10th edition - 1443 AH - 2022

By The Center of Excellence for
The General Directorate of Education , Jeddah

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Introduction

Praise be to Allah, the Lord of all worlds, and peace be upon our Prophet, the greatest teacher of mankind, and upon His family and companions.

Under the slogan "We all appreciate you", the 10th year of Jeddah People Award for Distinguished Teacher is launched. Bearing the same primary features since its inception, this year's Award fo cuses on the comprehensive aspects of distinguished teachings addressing the professional and behavioral competencies in both male and female teachers. Moreover, the Award reflects the teacher's repertoire, experiences and projects that have left a strong educational and behavioral impact. Due to the previous success of the Award in spreading the culture of excellence across the educational and local community, and in recognition of the teacher's role and noble mission, we aim to extend the partnership between the General Directorate of Education in Jeddah and the Distinguished Initiative Society for social responsibility. Under the direct supervision and support of Jeddah Governorate and based on the requests of all of the aforesaid bodies, the guide of the Award in its ٩th year has been revised to be in line with the recent developments. It also covers all aspects of excellence that highlight and maximize the public appreciation of the vital role and noble mission of the teacher in society.

Glossary

Glossary	Definition
Originality	Novelty or creativity for rendering distinctive ideas
Learning outcomes	All knowledge, skill, value and attitudes acquired by the learner as a result of going through a specific educational experience, through studying a specific curriculum
Strategies	A group of procedures that a teacher plans to use for teaching a specific topic, in order to achieve the desired educational objectives with the available potentials.
Electronic content	The electronic scientific resources prepared, drafted, produced and spread to enable the student to exercise the skills of searching for and getting information electronically, through creative and cooperative styles in the electronic education environments, in order to realize the electronic learning through acquiring the behavioral changes that fit the educational objectives.
Tools of electronic education	All educational, interactive technological tools necessary for the application of electronic education, such as the learning platforms, spreading content, assessment methods and communication tools and monitoring and following up the educational process.
Institutional communication	The method through which the teacher communicates with the different individuals inside the school: (the school administration, teacher, students...etc)

Candidacy Controls

Serial number	Candidacy Controls
1	The teacher should be working at any of Jeddah schools (government, private or international schools) when applying for the Award.
2	The candidate must have at least three years' teaching experience .
3	The documents and supporting evidences must be recent and issued within the last three years, inclusive of the year of applying for the Award.
4	Teacher's appraisal scores for the last three years must not be less than 90 .
5	The teacher must be known for discipline, good behavior and proper conduct.
6	The teacher's record must be free from any administrative sanction within the last three years, with no current lawsuit against him / her.
7	The participant's file must be in Arabic.. Documents issued in other languages must have an Arabic translation attached.
8	The teacher may participate with a previously winning project, after the lapse of three years. Supporting evidences and outcomes of the project is provided.
9	All documents submitted must be issued by accredited official authorities and marked as "True Copy" by the school at which the teacher works.

Areas of the award the number of their criteria and their scores

No. of Area	Area	No. of criteria	Scores
1	Professional and behavioral competencies	5	60
2	The Educational Initiative	4	40
Total		100	

First Area: Professional and Behavioral Competenices

Serial Number	Criteria	Indices	Evidences	Scores
1	Teaching Performance	4	4	20
2	Electronic and Distance learning	2	2	10
3	Professional Development	3	3	12
4	Citizenship and Professional Ethics	2	2	10
5	Institutional Behavior and Social Responsibility	2	2	8
	Total scores	13	13	60

Second Area: The Educational Initiative

Serial Number	Criteria	Indicators	Evidences	Scores
1	Planning The Initiative	4	4	10
2	Implementation	4	4	14
3	Evaluation of the Procedures and Implications of The Initiative	3	3	10
4	Publication and Sustainability of The Initiative	2	3	6
	Total Marks	13	14	40

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First Area
Professional and Behavioral Competencies

First Criterion: Teaching Performance

Criterion	Indicator No.	Indicators	Item No.	Item	Item description	Rating scale		Relative weight	Achieved score
Teaching performance	1-1	planning	1-1-1	A long term comprehensive plan for teaching the course	Teacher provides a plan that includes: (General and specific objectives, course distribution, teaching strategies, methods used, evaluation methods, performance skills).	comprehensive plan	6		6
						A plan that includes goals, strategies and means	4		
						A plan includes goals and strategies	2		
						NA	0		
	1-2	implementation	1-2-1	Teaching methods and learning support	Teacher explains the teaching methods implemented for an entire academic unit, supported by the procedures used to teach students according to their levels and individual differences.	Always	6		6
						Sometimes	4		
						Rarely	2		
						NA	0		
	1-3	Teaching and learning evaluation	1-3-1	Methods teacher used to evaluate teaching and learning processes	A report includes methods for evaluating the teaching and learning processes, taking into account the diversity of evaluation tools and their effectiveness.	Four tools	4		4
						Three tools	3		
						Two tools	2		
						One tool	1		
						NA	0		
	1-4	Improving learning outcomes	1-4-1	Outcomes item analysis and methods to improve learning outcomes	Teacher provides a scientific analysis of observed learning outcomes. Teacher prepares a remedial or an enrichment plan to improve learning outcomes	Always	4		4
						Sometimes	2		
						Rarely	1		
						NA	0		
Total scores									**20**

Second criterion: E-learning and Distance learning

Criterion	Indicator No.	Indicators	Item No.	Item	Item description	Rating scale		Relative weight	Achieved score
E-learning and Distance learning	1-2	E-content design	2-1-1	Innovative educational content designed and implemented using up to date e-media	Teacher designs and implements educational content using modern media: updated educational websites, applications, blogs, audio files, films and e-games… etc. individually or with colleague (s) .	Four media	4		4
						Three media	3		
						Two media	2		
						One media	1		
						NA	0		
	2-2	E-media	2-2-1	Management and use of e-media in process of e-learning and distance learning	Teacher provides a statement of e-media used in process of e-learning and distance learning via educational platforms: electronic exams, performance tasks, e-costs, virtual enhance rooms, others	Six media	6		6
						Five media	5		
						Four media	4		
						Three media	3		
						Two media	2		
						One media	1		
						NA	0		
Total scores									10

Third criterion: Professional Development

Criterion	Indicator No.	Indicators	Item No.	Item	Item description	Rating scale		Relative weight	Achieved score
Professional Development	3-1	Professional growth	3-1-1	Teacher's documented methods for his \ her professional development	Teacher provides certificates of training programs attained during the last three years from accredited bodies related to the nature of his \ her work	Sixty hours or more	6		6
						Forty hours or more	4		
						Twenty hours or more	2		
						Ten hours or more	1		
						NA	0		
	3-2	Intellectual contribution	3-2-1	Documented evidence of educational contribution	Research studies, publications , working papers, pamphlets, accurate bags or educational videos individually or as a team	Three products	3		3
						Two products	2		
						One product	1		
						NA	0		
	3-3	Awards and competitions	3-3-1	Documented evidence of participation in local, regional and international competitions and awards gained	Teacher submits attested certificates of t he competitions participated over the last three years and proof of awards gained	Three participations	3		3
						Two participations	2		
						One participation	1		
						NA	0		
Total scores									**12**

Fourth criterion: Citizenship and Professional Ethics

Criterion	Indicator No.	Indicators	Item No.	Item	Item description	Rating scale		Relative weight	Achieved score
Citizenship and Professional Ethics	4-1	Loyalty affiliation and citizenship	4-1-1	Teacher practices that support loyalty, affiliation and citizenship	A report explaining the teacher's efforts to instill loyalty, affiliation and citizenship : participations, scientific materials, research, work papers, periodicals, media programs…. etc	Five practices	5		5
						Four practices	4		
						Three practices	3		
						Two practices	2		
						One practice	1		
						NA	0		
	4-2	Professional Ethics	4-2-1	Evidence of teacher's compliance with professional ethics	Teacher provides evidence of his \ her commitment to professional ethics : practices , initiatives, certificates of appreciations , recommendations, reports … etc	Five practices / statements	5		5
						Four practices / statements	4		
						Three practices / statements	3		
						Two practices / two statements	2		
						One practice / one statement	1		
						NA	0		
Total scores									10

Fifth criterion: Institutional Behavior and Social Responsibility

Criterion	Indicator No.	Indicators	Item No.	Item	Item description	Rating scale		Relative weight	Achieved score
Institutional Behavior and Social Responsibility	5-1	communication Skills	5-1-1	Documented information about the teacher's interaction within the educational community	Teacher provides recommendations or appreciation certificates of effective communication skills from an authority	Four Recommendations / certificates	4		4
						Three Recommendations / certificates	3		
						Two Recommendations / two certificates	2		
						One Recommendations / one certificate	1		
						NA	0		
	5-2	Social participation and initiatives	5-2-1	Social paid and volunteer work	Teacher provides a report on the social contribution and volunteer work implemented, attended or participated in during the last three years	Four participations	4		4
						Three participations	3		
						Two participations	2		
						One participation	1		
						NA	0		
Total scores									8

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Second Field
Educational Initiative

First criterion: planning The Educational Initiative

Criterion	Indicator No.	Indicators	Item No.	Item	Item description	Rating scale		Relative weight	Achieved score
planning The Educational Initiative	1-1	Main idea of the Initiative	1-1-1	Description and justification of the idea of the Initiative	Teacher presents an abstract to justify the importance of The Educational Initiative . It can be a new idea or a development of an existing one	High clarity		3	3
						Medium clarity		2	
						Unclear		0	
	1-2	Design	1-2-1	Phases of the design	Teacher's design plan should include : a timeline, objectives, stages, requirements, verification, indicators….etc	Always		3	3
						Sometimes		2	
						Unavailable		0	
	1-3	Novelty and originality	1-3-1	Points of novelty and originality	Teacher points out the areas of novelty and originality within The Educational Initiative via : comparative studies, letters of recommendation, approvals, certificates, ….etc.	Present		2	2
						Unavailable		0	
	1-4	Suitability	1-4-1	Suitability of the Educational Initiative for the target group	Teacher submits a report showing the suitability of The Educational Initiative for the target group	Always		2	2
						Sometimes		1	
						Unavailable		0	
Total scores									10

Second criterion: Implementation of The Educational Initiative

Criterion	Indicator No.	Indicators	Item No.	Item	Item description	Rating scale		Relative weight	Achieved score
Implementing The Educational Initiative	2-1	Strategies and procedures of the Initiative	2-1-1	Procedures for implementing the phases of the Initiative	The teacher provides a descriptive report or a visual recording of each stage according to the plan	Always	4		4
						Sometimes	2		
						Unavailable	0		
	2-2	Use of software and technology	2-2-1	Types of software and techniques used to implement The Educational Initiative	Teacher provides a documented list of tools, devices and equipment used	Always	3		3
						Sometimes	2		
						Unavailable	0		
	2-3	The dynamics of the target group	2-3-1	Role of The Educational Initiative in supporting learning process	Teacher provides examples of learners' interactions : implementation of performance tasks, classroom and non-classroom applications and activities, transferring the abstract to the tangible and semi-tangible, peer education, critical thinking ..... etc	Always	4		4
						Sometimes	2		
						Unavailable	0		
	2-4	Solutions to meet challenges	2-4-1	List of proposed solutions to address challenges	Teacher provides a list of the most important challenges faced and creative solutions : internal and external variables, challenges related to students' skills, cultural background, resistance to change ..... etc	Always	3		3
						Sometimes	2		
						Unavailable	0		
Total scores									14

Third criterion: Evaluation of The Educational Initiative its Procedures and Impact

Criterion	Indicator No.	Indicators	Item No.	Item	Item description	Rating scale		Relative weight	Achieved score
Evaluation of The Educational Initiative its Procedures and Impact	3-1	Evaluation tools	3-1-1	List of evaluation tools for each stage of the Initiative	Teacher provides an explanatory report of evaluation tools used : questionnaires, forms, interviews, checklists, rating scales… etc.	Always		2	2
						Sometimes		1	
						Unavailable		0	
	3-2	Results of the Initiative	3-2-1	Analytical study of the results	Teacher analyzes the results of implementing The Initiative statistically and qualitatively, including treatments and improvements, in a comprehensive report.	Always		4	4
						Sometimes		2	
						Unavailable		0	
	3-3	Impact of the Initiative	3-3-1	The Report on the impact of The Educational Initiative on the target group	Teacher submits a report describing the impact on the target group illustrating via examples : Improving learning outcomes – enhancing values ….etc.	Always		4	4
						Sometimes		2	
						Unavailable		0	
Total scores									10

Fourth criterion: The Educational Initiative : Publication and Sustainability

Criterion	Indicator No.	Indicators	Item No.	Item	Item description	Rating scale		Relative weight	Achieved score
The Educational Initiative: Publication and Sustainability	4-1	Publication of the Initiative	4-1-1	Procedures of publishing The Educational Initiative	Teacher provides procedures for publishing The Educational Initiative : media publication, media appearance, social media activation, educational bulletins, collaboration with experts and supporters in the same field …..etc	Always		2	2
						Sometimes		1	
						Unavailable		0	
	4-2	Sustainability of the Initiative	4-2-1	Sustainability methods	Teacher explains the methods used for sustainability : designing a new website, developing an existing website and creating an interactive platform, in addition to smart phone applications, and e-books…etc , and applying them in other areas	Always		2	4
						Sometimes		1	
						Unavailable		0	
			4-2-2	Role of The Educational Initiative in solving the educational issue	Teacher provides a vision of creative solutions and possible alternatives to address an educational issue in proportion to the current educational loss and required learning outcomes .	Always		2	
						Sometimes		1	
						Unavailable		0	
Total scores									6

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