



Support Staff Employee of the Year Eligibility Requirements

Eligibility Requirements

As a district, we all know it takes every employee to provide a quality education for a child. This program is designed to show the district's appreciation for its support staff employees. Much like the Teacher of the Year program, a nomination form will be distributed by the principal or director. In this program, any employee, certified or classified, may nominate a candidate. The program is not intended to be a popularity contest, and those submitting nominations are encouraged to consider the impact the candidate has had on our students, staff, and school community.

- ***Employees in these positions/departments can be nominated for the award:***

Instructional Assistants	Auditorium Manager
Title I Instructional Assistants	Registered Nurse
Technology Manager	Clinic Aide
Technology Services (forwarded to Technology Director)	Custodian
Copy Clerk	Maintenance (Forwarded to Facility Operations Director)
Interventionist	Food Service
Library Media Manager	Lunchroom Aide
Secretary	Great Expectations Staff/ Supervisor Accompanist
Occupational, Physical, Recreational Therapist	Transportation (forwarded to Transportation Director)
Social Worker	
Floor Manager	

- The nominee must be returning to the district the following year
 - Retiring staff will not be eligible.
- Nominees currently on a Personal Improvement Plan (PIP) will not be eligible.
- The nominator should demonstrate how the nominee:
 - Creates a positive work/learning environment
 - Builds relationships/supports the school community
 - Builds relationships/supports school staff

Selection

All Building Principals/Administrators must follow the selection process as outlined:

- Provide all staff with the attached nomination form (any employee, certified or classified, excluding principals, may nominate a candidate)
- Principals/Administrators will select the nominee based on the nominations.
- Our goal is to have nominees who are willing to participate as a nominee for the District Support Staff Employee of the Year selection process, so we do encourage you to also obtain that commitment from them.