



Support staff Employee of the Year Nomination Coversheet

As an employee of the Raytown C-2 School District, I nominate _____
(name)

as the Support Staff Employee of the Year for _____
(building/department)

Eligibility Requirements

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

- The nominee must be returning to the district the following year (retiring staff will not be eligible)

How to Submit a Nomination

In 500 words or less (on a separate sheet of paper), please demonstrate how the nominee:

- Creates a positive academic/work environment
 - Builds trust and camaraderie in the classroom/school
 - Helps students and/or staff set and/or reach goals
- Builds relationships/supports the school community
 - Establishes, maintains a system of ongoing communication between staff and stakeholders
 - Recognizes school community needs, actively working to provide a course of action to address those needs
 - Engages in school community activities
- Builds relationships/supports school staff
 - Upholds the district's and school's mission and vision
 - Establishes friendly relations with the coworkers and is a team player

Submitted by: _____ Date: _____

Please return nomination forms to your Principal or Administrator by due date