



2018
TCPS Support Staff of the Year Nomination Process

- A. Nominations will be accepted from January 2nd to February 2nd . The nominee's immediate supervisor and the site administrator must endorse the nomination.

- B. The nomination portfolio should include:
 - a. A completed nomination form (Attachment A), including an essay describing the nominee. The essay should address the following:
 - i. What does the nominee do to strengthen and improve the learning environment?
 - ii. What makes this person an exceptional school support professional?
 - iii. Describe the nominee's work-related activities.

 - b. A current resume including work history; professional development activities; schools attended along with the years attended, awards and other recognitions received; and membership in any organizations.

 - c. Three letters of support from teachers, community members, colleagues, or others. These letters should be addressed to: TCPS SSOY Review Panel.

- C. All nominations are to be submitted to Mrs. Lynne Duncan, Assistant Superintendent for Administrative and Support Services.



Educational Support Professional of the Year Award Nomination Procedure

Purpose of the Award:

- To recognize an outstanding educational support professional for his/her contribution to the success of the learning community
- To focus public attention on the importance of educational support professionals.

Selection Criteria:

The Nominee:

- Is an exceptionally dedicated, knowledgeable and skilled member of the Support Staff in a school or office;
- Goes above and beyond the call of duty;
- Is supportive of the learning environment;
- Is employed in a non-certified, non-exempt position (A&S staff, exempt employees, teachers and licensed professionals are not eligible.)

Nomination Process:

- All nominees must be full-time employees who have worked for TCPS for a minimum of two years. Any member of the community can nominate a Support Staff Employee.

Selection Process:

The selection Committee will consist of 4 individuals from the following areas and a chairperson for the committee appointed by the Assistant Superintendent for Administrative and Support Services.

- One chairperson or
- One representative from Central Office
- One representative from Support Services
- One on-site administrator

The committee will do a thorough review of the documentation submitted and rank the individuals based on the rating form in this document. They will select 4 employees with the top choice being #1. During the event planned for the recognition, the top 4 candidates will be recognized with the announcement of the winner. A silver bowl will be presented to the Educational Support Staff Professional of the Year. The name of the winner will be added to the bowl and displayed in the Central Office. The Honorable Mention nominees will also receive recognition.



TCPS' Educational Support Professional of the Year Award Nomination Form 2018

Nominee Information:

Name: _____

Work Location/Building: _____

Work Address: _____

Work phone number: _____

Email address: _____

Work classification: _____

Total years with TCPS' system: _____ Years in present position: _____

Site Administrator: _____

Supervisor: _____

Nominator's E-mail Address: _____

Endorsements

Signature of site administrator:

_____ Date: _____

Signature of immediate supervisor (may be site administrator)

_____ Date: _____

*** Please attach your essay here describing how the nominee meets all criteria described on "SSOY Process" sheet.