



Executive Summary

- We will begin an annual "Support Employee of the Year Award" this year.
- One winner from all locations including schools, the district office (includes ISC), maintenance and transportation will be named.
- Principals/Supervisors are responsible for naming a winner at each specified location and report the name to Johnathan Graves prior to March 30.
- Forms are attached and must be used.
- Questions should be forwarded to Johnathan Graves.

Support Employee of the Year Award

The Greenwood School District 50 Support Employee of the Year Program is designed to honor those who are representative of the district's many exceptional support employees. Uniform selection procedures as outlined in this document will be followed in nominating, and then, in selecting the support staff member of the year.

Eligibility criteria are as follows:

- Nominees must have completed at least three consecutive years of employment with Greenwood School District 50.
- Nominees must be employees who assist students, teachers or the administration in providing services to the instructional program and facilities (paraprofessionals, transportation, food service, maintenance, custodial workers, clerks/secretaries, nurses, and other office staff).
- Nominees should demonstrate a thorough knowledge of the skills and expertise required to effectively perform their job responsibilities.
- Nominees should make positive contributions to their schools, the district, and/or the community.
- Nominees should exhibit initiative, cooperation, dependability, loyalty, integrity and positive attitudes.
- Nominees should have the respect of co-workers, administrators, teachers, students, parents and/or the public.

- Nominees should go above and beyond the call of duty.
- Nominees should demonstrate a desire to stay abreast of current practices and skills in their particular areas by attending staff development workshops and seminars.
- Nominations may be submitted by March 15 of each year by school administrators, supervisors, teachers, colleagues, parents, students or community members.
- Nominations should be endorsed by immediate supervisor, building administrator, or the district superintendent or his/her designee.
- Nineteen Location Support Employees of the year will be named representing all schools, the District Office (includes ISC), Maintenance and Transportation. (See Selection Process on page 2.)
- Individual principals and supervisors are responsible for the selection process at their respective locations, and Location Support Employees of the Year will be named by March 30th of each year. (It is suggested that individual locations use a selection process similar to the Teacher of the Year process.)

Support Employee of the Year Selection Process:

Prior to the end of March of each school year, one support employee from each location will be selected as Greenwood School District 50 Location Support Employee of the Year. Each location will select and honor one Location Support Employee of the Year at all locations including schools, the district office (includes ISC), maintenance and transportation. Those individuals will be interviewed by a selection committee to determine the District Support Employee of the Year. Location winners and the District Support Employee of the Year will be honored at a luncheon and at the Opening of School Program each year.

The selection committee will be comprised of three members. The superintendent will appoint a member of the Leadership Team and a community member to serve with the current District Teacher of the Year. Interviews will be conducted with each Location Support Employee of the Year and the committee will select the District Support Employee of the Year.



**Location Support Employee of the Year Award
Nomination Form**

(Completed by person making nomination for Location Nominees)

Name of person being nominated:	
Job/position of nominee:	
Work location of nominee:	
Brief description of nominee's job responsibilities and work related activities:	
What does the nominee do to strengthen and improve the learning environment?	
What makes the nominee an exceptional support person?	
Describe the nominee's broader community involvement.	
What is unique about this individual?	
Nominator's name:	

Nominator's Signature: _____ Date: _____

Recommended by:
Principal/Supervisor Signature: _____ Date: _____

(Form must be presented to Principal/Supervisor no later than March 15 each year.)



**Support Employee of the Year
 Biographical Information Form
 (This form is to be completed by Location nominees)**

Name:	
School/Location:	
Email Address:	
Home Address:	
Phone:	
Work history up to and including history with Greenwood 50:	
Continuing education units or courses:	
Degrees or certificates earned:	
Community involvement:	
Awards and recognitions:	

I certify that the information presented is factual and true to the best of my knowledge.

Employee Signature: _____ Date: _____

Principal/Supervisor Signature: _____ Date: _____



**District Support Employee of the Year
Letter of Recommendation
(3 Required for District nominees)**

What does the nominee do to strengthen and improve the learning environment?	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="height: 20px;"> </td></tr> <tr><td style="height: 20px;"> </td></tr> <tr><td style="height: 20px;"> </td></tr> <tr><td style="height: 20px;"> </td></tr> <tr><td style="height: 20px;"> </td></tr> <tr><td style="height: 20px;"> </td></tr> <tr><td style="height: 20px;"> </td></tr> <tr><td style="height: 20px;"> </td></tr> </table>									
What makes this nominee an exceptional school support person?	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="height: 20px;"> </td></tr> <tr><td style="height: 20px;"> </td></tr> <tr><td style="height: 20px;"> </td></tr> <tr><td style="height: 20px;"> </td></tr> <tr><td style="height: 20px;"> </td></tr> <tr><td style="height: 20px;"> </td></tr> <tr><td style="height: 20px;"> </td></tr> <tr><td style="height: 20px;"> </td></tr> <tr><td style="height: 20px;"> </td></tr> </table>									
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This document must be submitted to Johnathan Graves prior to March 30th.

Printed Name: _____

Signature: _____ Date: _____