



The Florida School-Related Employee of the Year Program recognizes outstanding education support personnel for their contributions to their schools and communities. The program honors one state representative and four finalists who have demonstrated exceptional skill and dedication in the performance of their jobs, thereby earning them the respect and admiration of students, teachers, administrators, co-workers and parents.

The 2019 Florida School-Related Employee of the Year Timeline for Selection

- October 2018** Applications are distributed to superintendents, eligible institutions and program coordinators.
- February 22, 2019** Applications must be submitted online by clicking [2019 Florida School-Related Employee of the Year Application](#). **All documentation will be submitted electronically as part of the online application.** Submissions received after **February 22, 2019**, will not be considered.
- March 2019** The 2019 Florida School-Related Employee of the Year and finalists are identified by state selection committee.
- April – May 2019** The Commissioner of Education announces the 2019 Florida School-Related Employee of the Year.

Eligibility Requirements

The following requirements must be met in nominating a candidate for the 2019 Florida Department of Education School-Related Employee of the Year:

- Each district and/or participating institution may nominate only one school-related employee.
- Only the **district superintendent or school director** may submit the nomination.
- Nominations should be made without regard to race, age, gender, national origin, religious affiliation or disability.

- Educational support personnel who serve at the school or district level, such as teacher aides, library aides, paraprofessionals, school counselors and social workers, bookkeepers, secretaries and clerks, bus drivers, food service staff, custodians, building maintenance workers, warehouse workers, mechanics, nurses, and office managers may be nominated.
- Nominees may be full or part-time employees.

Personnel who are eligible for Teacher of the Year, administrative personnel as defined in section 1012.01(3), F.S., or contract employees are not eligible.

Nomination Procedures

- Prior to **February 22, 2019**, participating districts and institutions must select a nominee who will represent the district or institution as the School-Related Employee of the Year. The method and materials used to select the nominee may vary according to the district.
- The online School-Related Employee of the Year Application must be submitted no later than **February 22, 2019**.
- **All** documentation will be submitted as part of the **online application**.

Submission Procedures

Application Checklist:

The application is comprised of the following:

- Superintendent Nomination Letter
- Statement of the Nominating Committee
- Continuing Education or Training Courses
- Commendations
- Letters of Recommendation
- [W-9 Form](#)

Note: Before you complete the online application you will need to gather the components listed above.

Guidelines for Submission

Superintendent Nomination Letter:

A nomination letter from the district superintendent verifying that the nominee has been selected as the District School-Related Employee of the Year. Please name this file "*Nominee Last Name, Nominee First Name, Superintendent Nomination Letter.*" The superintendent nomination letter will be uploaded into the online application.

Statement of the Nominating Committee:

The Statement of the Nominating Committee must be prepared by the nominating committee. This statement may include examples of the nominee's contributions to his/her school and district and provide evidence that the candidate demonstrates exceptional skill and dedication in the performance of their job; promote student learning and highest achievement through participation in literacy-based activities; create positive relationships with parents, students, co-workers and community members; and make schools safer. Responses must be typed utilizing a font not smaller than 10 point and limited to three double-spaced pages. Please name this file "*Nominee Last Name, Nominee First Name, Statement of the Nominating Committee.*" The statement of the nominating committee will be uploaded into the online application.

Continuing Education or Training Courses

The nominee will prepare a list of continuing education or training courses in which he/she has participated within the five-year period preceding the filing of this application. Responses must be typed utilizing a font not smaller than 10 point and limited to one double-spaced page. Please name this file "*Nominee Last Name, Nominee First Name, Course List.*" The list of continuing education or training courses will be uploaded into the online application.

Commendations

The nominee will prepare a list of previous awards, recommendations or recognitions he/she has received from his/her school, district or community within the five-year period preceding the filing of this application. Responses must be typed utilizing a font not smaller than 10 point and limited to one double-spaced page. Please name this file "*Nominee Last Name, Nominee First Name, Commendations.*" The list of commendations will be uploaded into the online application.

Letters of Recommendation:

Two letters of recommendation, no more than one page each, must be provided. *One letter of recommendation must be from the nominee's supervisor.* Recommendation letters may also be submitted from teachers, parents, students, colleagues, administrators, and/or civic or community leaders. Letters must provide specific examples of the nominee's contributions to his/her school and district and be distinct in content. No more than two recommendation letters, one page each, will be accepted. Please name these files "*Nominee Last Name, Nominee First Name, Letter of Recommendation 1*" and "*Nominee Last Name, Nominee First Name, Letter of Recommendation 2.*" The two letters of recommendation will be uploaded into the online application.

W-9 Form

Each district nominee must complete and submit the **Florida Substitute Form W-9** online at <http://www.myfloridacfo.com/aadir/docs/W-9instructions022212.pdf>. Please name this file "*Nominee Last Name, Nominee First Name, W-9.*"

Paper copies will not be accepted.

- One of the following confirmations **must** be included:
 - Confirmation page indicating the 10-step process has been completed; or
 - Print screen page of the W-9 Form with the Florida State Seal.
- For additional support, please contact the Department of Financial Services at 850-413-3089.
- The confirmation page will be uploaded into the online application.

Online Application Submission

Have you completed the following?

- Superintendent Nomination Letter
- Statement of the Nominating Committee
- Continuing Education or Training Courses
- Commendations
- Letters of Recommendation
- [W-9 Form](#)

Once you have completed the components listed above, please access the School-Related Employee of the Year Application by clicking [2019 Florida School-Related Employee of the Year Application](#).

The selection committee will consider and review only the required materials, thus additional materials shall not be submitted with the application.

Once the online application has been submitted, a confirmation email will be sent within one week. If a confirmation message is not received, please contact the department via email at edrecognition@fldoe.org.

Applications must be received by **Friday, February 22, 2019**, in order to be considered by the selection committee. **Applications submitted after this date will not be considered.**

School-Related Employee of the Year of the Year Rating Form

Nominee Name: _____ District: _____

Please rate the nominee on the indicators listed below. The rating scale is as follows:

- 0 - shows no evidence of the indicator
- 1 - shows little evidence of the indicator
- 2 - shows adequate evidence of the indicator
- 3 - shows more than adequate evidence of the indicator
- 4 - shows exemplary evidence of the indicator

Please rate the nominee based on the application and supporting documents using the indicators listed below:

- _____ 1. Extends himself/herself beyond basic required duties by displaying initiative and creativity

- _____ 2. Contributes to the students, school and district he/she serves in the following manner:
 - Enhances student learning and achievement through literacy-based activities
 - Creates positive relationships with parents, students, coworkers and community members
 - Cultivates safer, healthier and more attractive schools

- _____ 3. Earns respect and admiration of colleagues and the community

- _____ 4. Demonstrates exceptional skill and dedication on the job

- _____ 5. Displays leadership abilities through active participation in school or district and community activities and/or by making decisions and delegating effectively and diplomatically

- _____ 6. Utilizes in-service and/or training to consistently improve and develop skills

- _____ 7. Demonstrates interpersonal skills in communicating with students, families and community members, as well as collaboration with other professionals

_____ **Point Total**

Quote or comment from application that best represents this nominee:
