2015 Florida School-Related Employee of the Year

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.

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

Fall 2014	Nomination packets mailed to superintendents, other eligible institutions and program coordinators
February 2, 2015	Nomination packets must be postmarked by this date
March 2015	2015 Florida School-Related Employee of the Year and four finalists identified by state selection committee
April or May 2015	Commissioner of Education announces the identities of the 2015 Florida School-Related Employee of the Year and four finalists

Nomination Procedures

The following requirements must be met in nominating a candidate for the 2015 Florida School-Related Employee of the Year Program.

- Prior to February 2, 2015, participating districts and institutions must select a candidate who will represent the district or institution as the School-Related Employee of the Year. The method and materials used to select the candidate may vary according to the district.
- Submit the completed nomination packet **with a cover letter** from the district superintendent verifying that the nominee has been selected as the District School-Related Employee of the Year.
- **Provide two (2) letters of recommendation, one of which must be from the nominee's principal or supervisor.** Recommendation letters may also be submitted from teachers, parents, students, colleagues, administrators and/or civic or community leaders. **Recommendation letters must provide specific examples of the nominee's contributions to his/her school and district.** Each letter must be distinct and different in content.

- **No more than two (2) recommendation letters will be accepted.**

- The application form must be completed by the nominee. The Statement of the Nominating Committee must be prepared by the nominating committee.

- Forward the nomination packet including the nomination form, cover letter, letters of recommendation, application form and Statement of the Nominating Committee by mail to the address provided below.

- **Each district nominee must complete and submit the state of Florida's Substitute W9 Form online at** http://www.myfloridacfo.com/aadir/docs/W-9instructions022212.pdf **Paper copies will not be accepted. One of the following confirmations must be included in individual's nomination packet submission:**

    - **Confirmation page which indicates that the 10- step process has been successfully completed; or**

    - **Print screen page of the W9 Form.**

- The selection committee will consider and review only the materials requested in the nomination packet, thus additional materials should not be submitted with the application.

Send the nomination packet to:

State Coordinator, FSREY Program
Florida Department of Education
325 West Gaines Street, Suite 124
Tallahassee, Florida 32399-0400

Packets must be postmarked on or before Monday, February 3, 2014, to be considered by the selection committee. **Applications submitted or postmarked after this date will not be considered.**

A state selection committee reviews the complete and timely-submitted nomination packets to assist the department in identifying the School-Related Employee of the Year and finalists. Selection committee members include

- Representatives from the Florida Department of Education;
- Representatives from educator professional organizations;
- Former School-Related Employees of the Year;
- School principals;
- Teachers; and
- Parents.

When a district nominee is selected as a finalist or as the School-Related Employee of the Year, the Commissioner of Education will notify the district superintendent or school director and the nominee during April or May 2015. The state winner will serve for the 2015-2016 school year.

Please note, the department will not disclose the identities of the finalists prior to the Commissioner's announcement, nor will the department disclose the announcement dates. To determine the identities of the finalists, please periodically review the department's website at www.fldoe.org.

State Awards

Based upon availability of funds, the Florida Department of Education presents monetary awards to the Florida School-Related Employee of the Year, each finalist, and each District School-Related Employee of the Year.

Eligibility

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.

Examples of education support personnel who serve at the school or district level that are eligible for nomination include, but are not limited to the following.

- Teacher aides
- Library aides
- Bookkeepers
- Secretaries and clerks
- Bus drivers
- Food service staff
- Custodians and building maintenance workers
- Warehouse workers
- Mechanics
- Nurses

Nominees may be full or part-time employees. Instructional and administrative personnel as defined in Section 1012.01 (2) (a) – (d) and (3), Florida Statutes are not eligible.

Selection Criteria

Each district nominee will be evaluated based upon the following criteria.

- Extends himself/herself beyond basic required duties by displaying initiative and creativity.
- Contributes to the students, school and district he/she serves in the following manner:
  - enhances student learning and highest achievement through literacy-based activities;
  - creates positive relationships with parents, students, co-workers and community members; and
  - makes schools safer, healthier and more attractive.

- Earns respect and admiration of colleagues and the community.
- Demonstrates exceptional skill and dedication on the job.
- Displays exemplary leadership abilities through active participation in school or district and community activities and/or by making decisions and delegating effectively and diplomatically.
- Exhibits good interpersonal skills.
- Utilizes inservice and/or training to consistently improve and develop skills.
- Demonstrates exemplary interpersonal skills in communicating with students, families and community members, as well as collaboration with other professionals.

Nomination Form

(Please note: All information must be typed.)

Name of Nominee

School District

Name of Superintendent **or** **School Director**

Name of Principal **or** **District Supervisor**

Name of FSREY District Program Coordinator

Address of FSREY District Program Coordinator

Telephone and fax numbers of FSREY District Program Coordinator

E-Mail Address of FSREY District Program Coordinator

APPLICATION DEADLINE **Monday, February 2, 2015**	**Return to:** State Coordinator, FSREY Program Florida Department of Education 325 West Gaines Street, Suite 124 Tallahassee, Florida 32399-0400

Application Form

(This form must be completed by Nominee. All information must be typed.)

Name: _____ **Social Security No.:** _____

Home Address: _____ **Home Phone:** _____

City: _____ **Zip Code:** _____

Name of Principal: _____ **or** **District Supervisor:** _____

Name of School or Work Site: _____

Address/City: _____ **Zip Code:** _____

School or Work Site Phone Number: _____ **Fax Number:** _____

Job Title: _____

Brief Description of Current Job Responsibilities:

Total Years Experience: _____ **Number of Years at Present Work Site:** _____

Respond to the following two (2) sections. **Responses must be typed utilizing a font not smaller than 11 point.** Begin each section on a new page. At the top of the page, specify the section number.

I. Attach a list of continuing education or training courses in which you have participated within the five-year period preceding the filing of this application. (Limit your response to one double-spaced page.)

II. Attach a list of previous awards, recommendations, or recognitions that you have received from your school, district or community within the five-year period preceding the filing of this application. (Limit your response to one double-spaced page.)

Statement of Nominating Committee

This form must be completed by the nominating committee. Please limit your response to three double-spaced pages. Responses must be typed utilizing a font not smaller than 11 point.

Based on the selection criteria, describe why this nominee should be selected as the Florida School-Related Employee of the Year. **Provide specific examples** that demonstrate exemplary job performance. Your response should identify contributions made by the nominee to the school or district that 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.