

2023-2024 Professional Technical Support Staff of the Year Guidelines, Selection Process and Nomination Form

It is the goal of Meade School District to recognize and honor outstanding professional technical and support staff on an annual basis. The designation of a Professional Technical Support Staff of the Year is one such method. The nomination procedure will allow every administrative site an opportunity to select a professional technical support staff to compete for Meade School District Professional Technical Support Staff of the Year.

Criteria for Nomination

- *Should exemplify a genuine commitment to professionalism*
- *Should demonstrate a willingness to take on additional responsibilities*
- *Should exhibit excellence in his or her work*
- *Must be planning to return next year to Meade School District*

1. Application

Nominations will be open to all staff, parents and community members. The application must be completed and submitted to the nominee's building principal or district committee members by **Friday, February 10, 2023**. The application must be accompanied by a minimum of **three** letters of recommendation.

Building principals or district committee members need to have a building nominee submitted to the superintendent's office no later than **Monday, February 13, 2023 in order to submit nominations to the board committee members.

2. Administrative Site Selection Process

The method of selecting the nominee from each administrative site will be determined by the administration at each location.

3. District Selection Process

The selection committee will be comprised of **four school board members** and **three administrators**.

The *communications specialist* will serve as *non-voting chairperson of the committee*. Each committee member will individually rate the nominees based on:

- The criteria listed above
- Information contained in the nomination form
- The letters of recommendation

The nominee receiving the top score will be Meade School District Professional Technical Support Staff of the Year for 2023-2024.

4. Recognition

The Professional Technical Support Staff of the Year and all administrative site nominees will be honored at the year-end Employee Retirement and Recognition Reception.

2023-2024 Professional Technical Support Staff of the Year Nomination Form

Do you know a professional technical support staff member
who is dedicated, inspiring, and makes a difference?

Name of Nominee _____

Nominee's School/Department/Office _____

Position/Title _____

Please explain why you feel the staff member you are nominating should be the Professional Technical Support Staff of the Year for Meade School District.

Give examples of this employee's motivation, cooperation and job performance.

What contributions has this person made to his or her school or department/office? Meade School District?

Nominator's Signature:

Date _____

*A minimum of three (3) letters of recommendation by individuals other than the nominator must accompany this nomination form. The deadline for submission of the nomination form and letters of recommendation is **Friday, February 10, 2023** to the district committee or building principals of the person being nominated.*