

 **2020 Florida School Related Employee of the Year**

FSREY 20

**Nomination Packet**

Dear Site Administrators:

Each school or district department may nominate one school related employee for consideration in this state-wide recognition each year. This e-mail contains the information you will need to nominate your 2020 Florida School-Related Employee of the Year for consideration at the District level.

Instructions:

* Please review the eligibility and selection criteria attached.
* Conduct a nomination and selection process as appropriate for your school/site community.
* Identify your Site Florida School-Related Employee of the year.
* Complete the simple Administrator’s Nomination form (3rd page).
* Email the completed form to Mary Lambert (lambertm@leonschools.net) on or before the end of business on **Friday, November 15, 2019**.
* Upon receipt of your nomination form, **you** and **your nominee** will receive a return email containing the full nomination packet. This way, you will have the opportunity to look them over and think about your answers during the holiday if you wish to do so.
* Your Nominee’s ***completed nomination packet must be received*** at the District (Mary Lambert, Prevention, Intervention, Equity, & Support Services) ***on or before Friday, January 10, 2020***.

Thank you for helping the District recognize your most outstanding employees! Please call or e-mail questions to Mary Lambert at 487-7159 or lambertm@leonschools.net.

Thank you!

Kathleen Rodgers, Ph.D., Assistant Superintendent

Intervention, Equity and Support Services

2757 W. Pensacola Street
Tallahassee, FL 32304

Phone: 487-7306

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2020 Florida School Related Employee of the Year

**Eligibility**

**Each school or district departments may nominate one school-related employee.** 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:

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

Nominees may be full or part-time employees and employed by LCS for at least 3 years.

Instructional and administrative personnel as defined in Section 1012.01 (2) (a) – (d) and (3), Florida Statues are **not eligible**.

**Selection Criteria**

**Each nominee will be evaluated based upon the following criteria:**

1. Extends himself/herself beyond basic required duties by displaying initiative and creativity
2. Contributes to the students, school and district s/he serves in the following manner:
* enhances student learning through participation in literacy based activities
* creates positive relationships with parents, students, coworkers and community members
* makes schools safer, healthier and more attractive
1. Earns respect and admiration of colleagues and the community
2. Demonstrates exceptional skill and dedication on the job
3. Displays exemplary leadership abilities through active participation in school or district and community activities and/or by making decisions and delegating effectively and diplomatically
4. Exhibits good interpersonal skills
5. Utilizes in-service and/or training to consistently improve and develop skills
6. Demonstrates exemplary interpersonal skills in communicating with students, families and community members, as well as collaboration with other professionals.

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**\*\*\*\*\*\*\*\*\*\*\*\*Site Administrator’s Nomination Form\*\*\*\*\*\*\*\*\*\*\*\*\*\***

 **Please note that this page:**

* **must be typed**
* **must be emailed to Mary Lambert (lambertm@leonschools.net)**
* **must be received no later than end of business, Friday, November 15, 2019.**

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**School/Site Name**

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**Name of Your SREY Nominee 2020**

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**Nominee’s E-mail Contact number**

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**Name of your School/Site Administrator**

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**Principal/Site Administrator’s E-mail Contact number**

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| --- | --- |
| Administrator’s Nomination Deadline:Friday, November 15, 2019 | **Return to:**Mary LambertLCSB Intervention, Equity, & Support Services2757 W. Pensacola StreetTallahassee, Florida 32304487-7159 |