



## Support Staff of the Year Award Nomination Procedure

### **Purpose of the Award:**

- To recognize and celebrate an outstanding support staff member for his/her contributions to the success of students and the learning community
- To focus public attention on the importance of education and exemplary support professionals

### **Selection Criteria:**

- Is an exceptionally dedicated, knowledgeable and skilled member of the Owosso Public Schools' team
- Goes above and beyond the call of duty
- Is supportive of the learning environment
- Develops relationships with students and staff

### **Nomination Process:**

- All nominees must be support staff personnel who have worked for Owosso Public Schools for a minimum of two years. Any staff member, student, parent or community member can nominate a Support Staff of the Year.

### **Selection Process:**

The Owosso Public Schools Foundation board and a subcommittee of their designation will select the award recipient.

The committee will thoroughly review the documentation submitted and rank the individuals based on a rating form. The award winner will be announced at the March 4, 2020 State of the District staff address. A public reception to honor the award recipient will take place prior to the Owosso Board of Education meeting on April 27, 2020. The media, staff, students, parents, community members, and recipient's family members will be invited to attend.

### **Award:**

The Support Staff of the Year recipient will receive \$100 to be used personally at the employee's discretion.



## Owosso Public Schools Support Staff of the Year Nomination Process

1. Nominations will be accepted from September 3, 2019 to January 10, 2020. The nominee's building principal or supervisor must endorse the nomination form.
2. The nomination portfolio should include:
  - A completed nomination form and an attached essay or bulleted list describing the nominee. The attached document should address the following:
    - i. Describe the nominee's work-related activities that build relationships with students and staff.
    - ii. Provide examples of how the nominee has proven to be an exceptional school support professional
    - iii. Describe how the nominee supports, strengthens, and improves the learning environment
3. **Optional** letter(s) of support from a teacher, student, community member, parent, colleague, or others may be included in the nomination portfolio.
4. All nominations are to be submitted to Matt Van Epps, Owosso Public Schools Foundation President, 645 Alger Street, Owosso, MI 48867 by January 10, 2020.



OWOSSO PUBLIC SCHOOLS

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**Owosso Public Schools Support Staff of the Year Award Nomination Form 2019-2020**

***Please attach your essay or bulleted list describing how the nominee meets all criteria described for Owosso Public Schools Support Staff of the Year.***

**Nominee Information:**

Name: \_\_\_\_\_

School(s) and Title: \_\_\_\_\_

Work Address: \_\_\_\_\_

Work phone number: \_\_\_\_\_

Email address: \_\_\_\_\_

Total years with Owosso Public Schools: \_\_\_\_\_

Years in current position: \_\_\_\_\_

School Principal: \_\_\_\_\_

**Nominator Information:**

Name: \_\_\_\_\_

School and Title (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

Daytime and evening phone numbers: \_\_\_\_\_

Email address: \_\_\_\_\_

**Endorsement Signature of School Principal or Supervisor**

\_\_\_\_\_

Date: \_\_\_\_\_