

Support Staff Member of the Month/Year

Each month of the school year we will recognize a member of the support staff (*secretary, custodian, maintenance, bus driver, paraprofessional or food service employee*) based on his/her contributions to the school, excellence in the classroom or school, leadership abilities, citizenship, community involvement and a variety of other criteria described below.

Support staff members can be nominated by a previous or current student, a present employee of the district (the staff member may not nominate his or herself), the parent of a current student or a community member. The nomination should be on the form provided by the district but may be supported by other forms of evidence such as letters of support, pictures, video, and any other appropriate means, as long as there are specific examples of the certified staff member's impact based on the criteria below.

Support staff will be nominated and selected based on the following criteria:

1. **Excellence in the Classroom/School**-consistently performing duties at an exemplary level.
2. **Motivation**- having the ability to motivate and encourage students to advance past their expectations both academically and socially.
3. **Leadership**-serving as a leader not only to the classroom, but throughout the school/district.
4. **Community Service**-demonstrating the importance of civic responsibility by being active in community or other service organizations.
5. **Creativity and Imagination**-demonstrating creativity and imagination in carrying out their duties and responsibilities in such a way that they motivate and inspire others in the school community.
6. **Dedication**-showing excellent attendance, punctuality and a desire to see their students advance.
7. **Communication**-communicating articulately to their classrooms, school, colleagues and beyond.
8. The nominee must be a current employee in good standing with the district.

How to submit a nomination:

You may submit your completed nomination form by noon of the 20th of the month (September through May) in the following ways:

1. Drop it off at the Superintendent's Office
2. Fax to 541-5105 – Attn: Superintendent's Office
3. Email it to: bakers@charlottenet.org
4. Access the Link, fill out the form and submit: <https://goo.gl/XDz6IK>

Note: if the 20th falls on a weekend, the deadline will be extended to the following Monday at noon.

Forms will be available:

- On the District's website
- At the Administrative offices or in the School offices

The Support Staff Member of the Year will be selected from those recognized as Support Staff Member of the Month during the school year.