



2018 Classified School Employee of the Year

This memo is to inform you of the *2018 Classified School Employee of the Year Program*, which is sponsored by the California Department of Education. This program highlights contributions of classified school employees who support the education of California's public-school students in preschool through grade twelve.

Below is information concerning the timeline and procedures we will use to submit applications to the San Joaquin County Office of Education regarding this voluntary program.

ELIGIBILITY CRITERIA

Eligibility for the 2018 CSEY Program is limited to candidates who meet the following criteria:

- Current classified employee in a California public school (preschool through grade twelve), including charter schools, district offices, and COE's
- Rank and file employee, not in a management or supervisory position
- Minimum of five years of service in nomination category

NOMINATION CATEGORIES

The program's goals are to identify six exemplary classified school employees throughout California for the CSEY award. The 2018 CSEY Program will identify and honor classified employees working in the following categories:

- **Child Nutrition**
The work of this candidate must be directly related to food handling and/or preparation.
Examples: Cook/Baker, Nutrition Service Assistant
- **Maintenance, Operations and Facilities**
The work of this candidate must be directly related to maintenance services or operations services.
Examples: Custodian, Grounds Worker, Building Maintenance Specialist
- **Transportation**
The work of this candidate must be directly related to student transportation.
Examples: Bus Operator, Mechanic
- **Para-Educator and Instructional Assistant**
The work of this candidate must provide direct instructional services to students.
Examples: Paraprofessional, Bilingual Paraprofessional, Library Media Technician
- **Office and Technical**
The work of this candidate must be directly related to clerical, secretarial, or technological duties
Examples: Clerical Assistant, Digital Support Technician, Office Manager
- **Support Services and Security**
The work of this candidate must be directly related to security of students and/or property or work which has duties that are not covered under any of the other categories.
Example: Campus Monitor

APPLICATION PROCESS

The essence of the application is a set of *three Nominee Recommendation forms* that should document the qualities and performance of the candidate. Nominee recommendations can be from the superintendent, a county or district administrator, school principal, supervisor, colleague, student, parent, employee organization officer, or civic leader.

The content of the *Nominee Recommendation* form should focus on the nominee's work performance; school community involvement; and leadership and commitment, based on the selection criteria listed below. Each nominee recommendation is limited to three single-sided pages.

A candidate's application must not include more than three Nominee Recommendation forms, or any other materials, such as portfolios, photos, or press clippings.

Nominee Recommendation forms must adhere to the following formatting standards:

- Typewritten
- 12-point Arial font
- Margins of at least $\frac{3}{4}$ inch on right, left, top, and bottom
- Printed on standard weight, 8 $\frac{1}{2}$ " by 11" white paper

SELECTION CRITERIA

Work Performance

- Is motivated and interested in the job
- Demonstrates high skills and knowledge on the job
- Willingly supports/cooperates with others
- Promotes collaboration within the work unit
- Is committed to high standards of performance
- Exemplifies professionalism at all times

School Community Involvement

- Is involved in school activities apart from work
- Is involved in community volunteerism/activities
- Organizes others within the work environment
- Organizes others within the community

Leadership and Commitment

- Promotes equity between/among groups
- Steps up to cooperatively work through problems
- Promotes open communication among work groups

Above and Beyond

- Willingness to take the extra step (identify)
- Acts of service above and beyond the call of duty (identify)

Completed application packets are due to Yvonne Grabowski, in the Deputy Superintendent's Office, by 4:30 p.m. on Thursday, February 15, 2018.