



The Florida School-Related Employee of the Year Program recognizes outstanding education support personnel for their contributions to their schools and communities. The program honors one state representative and four finalists who have demonstrated exceptional skill and dedication in the performance of their jobs, thereby earning them the respect and admiration of students, teachers, administrators, co-workers and parents.

#### **Timeline for Selection of the Florida School-Related Employee of the Year**

- September 2017** Applications are distributed to superintendents, eligible institutions and program coordinators.
- February 26, 2018** Applications must be submitted online by clicking [here](#). Supporting documents must be emailed to [EdRecognition@fldoe.org](mailto:EdRecognition@fldoe.org) using a subject line of: ***(District Name) SREY 2018.***
- March 2018** The 2018 Florida School-Related Employee of the Year and finalists are identified by state selection committee.
- April 2018** The Commissioner of Education announces the 2018 Florida School-Related Employee of the Year.

**Each district and/or participating institution may nominate only one school-related employee. Only the district superintendent or school director may submit the nomination.** Nominations should be made without regard to race, age, gender, national origin, religious affiliation or disability.

Educational support personnel who serve at the school or district level, such as teacher aides, library aides and other paraprofessionals, school counselors and social workers, bookkeepers, secretaries and clerks, bus drivers, food service staff, custodians, building maintenance workers, warehouse workers, mechanics, nurses and office managers may be nominated. Nominees may be full or part-time employees.

**Personnel who are eligible for Teacher of the Year, administrative personnel as defined in section 1012.01(3), F.S., or contract employees are not eligible.**

## Nomination Procedures

The following requirements must be met in submitting a nominee for the 2018 Florida School-Related Employee of the Year Program.

- Prior to **February 26, 2018**, participating districts and institutions must select a nominee who will represent the district or institution as the School-Related Employee of the Year. The method and materials used to select the nominee may vary according to the district.
- The online School-Related Employee of the Year Application must be completed by clicking [here](#), and the supporting documents must be submitted via email to [EdRecognition@fldoe.org](mailto:EdRecognition@fldoe.org) no later than **February 26, 2018**.

## Submission Procedures – Online Application and Supporting Documents

### ***Online Application***

Please complete the School-Related Employee of the Year Application by clicking [here](#).

### ***Supporting Documents***

Please submit the supporting documents via email to [EdRecognition@fldoe.org](mailto:EdRecognition@fldoe.org), with a subject line of: **(District Name) SREY 2018**.

Files to include in the district's supporting documents are:

**File 1 (PDF file format)**

*File Name: District\_SREY2018*

1. Superintendent Nomination Letter
2. Statement of the Nominating Committee
3. Application Response Section I, *one page maximum*
4. Application Response Section II, *one page maximum*
5. Letter of Recommendation 1, *one page maximum*
6. Letter of Recommendation 2, *one page maximum*

**File 2 (PDF file format)**

*File Name: District\_SREY2018\_W9  
W9 Confirmation Page*

**Application Response Section I**

Attach a list of continuing education or training courses in which you have participated within the five-year period preceding the filing of this application. (Limit your response to one double-spaced page.)

**Application Response Section II**

Attach a list of previous awards, recommendations or recognitions you have received from your school, district or community within the five-year period preceding the filing of this application. (Limit your response to one double-spaced page.)

## ***Supporting Documents Descriptions***

### **File 1 (PDF file format), File Name: *District\_SREY2018***

- A **nomination letter** from the district superintendent verifying that the nominee has been selected as the District School-Related Employee of the Year (Supporting Documents File 1).
- The **Statement of the Nominating Committee** must be prepared by the nominating committee (Supporting Documents File 1)
- The nominee's **Application Response Sections I and II** (Supporting Documents File 1).
  - **Application Response Section I**, one double-spaced page  
-Attach a list of continuing education or training courses in which you have participated within the five-year period preceding the filing of this application.
  - **Application Response Section II**, one double-spaced page  
-Attach a list of previous awards, recommendations or recognitions you have received from your school, district or community within the five-year period preceding the filing of this application.
- **Two letters of recommendation**, no more than one page each (Supporting Documents File 1). **One letter of recommendation must be from the nominee's supervisor.** Recommendation letters may also be submitted from teachers, parents, students, colleagues, administrators and/or civic or community leaders. Letters must provide specific examples of the nominee's contributions to his/her school and district and be distinct in content. No more than two recommendation letters, one page each, will be accepted.

### **File 2 (PDF file format), File Name: *District\_SREY2018\_W9***

- Each district nominee must complete and submit the **Florida Substitute Form W-9** online at <http://www.myfloridacfo.com/aadir/docs/W-9instructions022212.pdf>. *Paper copies will not be accepted.*
- One of the following confirmations must be included:
  - Confirmation page indicating the 10-step process has been completed; or
  - Print screen page of the W-9 Form with the Florida State Seal.
- For additional support, please contact the Department of Financial Services at 850-413-3089.

The selection committee will consider and review only the required materials, thus additional materials should not be submitted with the application.

Once the online application and supporting documents have been submitted, you will receive a confirmation email within one week. If no confirmation message is received, please contact Kaizsa Grant at 850-245-0561.

Online applications and supporting documents must be received by **Monday, February 26, 2018**, in order to be considered by the selection committee. **Applications and supporting documents submitted after this date will not be considered.**

**School-Related Employee of the Year of the Year Rating Form**

Nominee Name: \_\_\_\_\_ District: \_\_\_\_\_

Please rate the nominee on the indicators listed below. The rating scale is as follows:

- 0 - shows no evidence of the indicator
- 1 - shows little evidence of the indicator
- 2 - shows adequate evidence of the indicator
- 3 - shows more than adequate evidence of the indicator
- 4 - shows exemplary evidence of the indicator

Please rate the nominee based on the application and supporting documents using the indicators listed below:

- \_\_\_\_\_ 1. Extends himself/herself beyond basic required duties by displaying initiative and creativity
  
- \_\_\_\_\_ 2. Contributes to the students, school and district he/she serves in the following manner:
  - Enhances student learning and achievement through literacy-based activities
  - Creates positive relationships with parents, students, coworkers and community members
  - Cultivates safer, healthier and more attractive schools
  
- \_\_\_\_\_ 3. Earns respect and admiration of colleagues and the community
  
- \_\_\_\_\_ 4. Demonstrates exceptional skill and dedication on the job
  
- \_\_\_\_\_ 5. Displays leadership abilities through active participation in school or district and community activities and/or by making decisions and delegating effectively and diplomatically
  
- \_\_\_\_\_ 6. Utilizes in-service and/or training to consistently improve and develop skills
  
- \_\_\_\_\_ 7. Demonstrates interpersonal skills in communicating with students, families and community members, as well as collaboration with other professionals

\_\_\_\_\_ **Point Total**

Quote or comment from application that best represents this nominee:

---

---