

BROWARD COUNTY PUBLIC SCHOOLS SCHOOL-RELATED EMPLOYEE OF THE YEAR APPLICATION INSTRUCTIONS

TO NOMINEE:

Congratulations! You have been nominated to participate in the Broward School-Related Employee of the Year Program.

THE APPLICATION PACKET MUST CONSIST OF:

- Application Form completed by the nominee.
- Application Sections I, II, and III completed by the nominee.
- Two letters of recommendation, no more than one page each. **One letter of recommendation must be from the nominee's principal or supervisor** and the second letter may be submitted from someone at the school, center or department including parents or business/community partners. Recommendation letters must provide specific examples of the nominee's contributions to his/her school and the District and must be distinct and different in content. No more than two recommendation letters will be accepted.

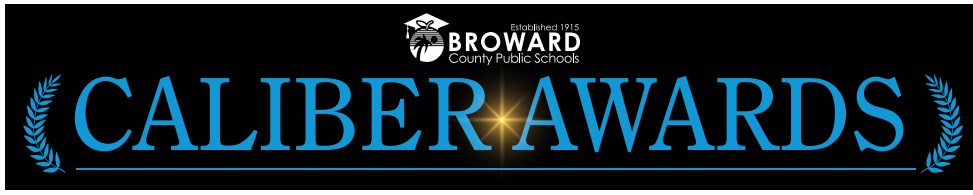
The completed application packet must be emailed to your principal by **Friday, October 15, 2021**.

APPLICATION SECTIONS

- Respond to the following three (3) sections. Responses must be typed using a font not smaller than 10 point, with a minimum of one-inch margins.
- Begin each section on a new page. At the top of the page, specify the section number.
- Limit your answers to the number of pages or words requested in each section. Only the number of pages requested will be reviewed.
 - 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 response to one (1) double-spaced page.)*
 - II. Attach a list of previous awards, recommendations, or recognition that you have received from your school, District or community within the five-year period preceding the filing of this application. *(Limit response to one (1) double-spaced page.)*
 - II. Based on the selection criteria, describe why you should be selected as the Broward School-Related Employee of the Year. Provide specific examples that demonstrate exemplary job performance. Your response should identify contributions you have made to the school or the District that promote student learning through participation in literacy-based activities; create positive relationships with parents, students, co-workers and community members; and make schools safer. *(Limit response to three double-spaced pages.)*

Schools/Departments must email completed application packets to their respective Cadre Director's/Executive Team Leader's secretary, no later than **Monday, October 18, 2021**.

For more information, visit browardschools.com/caliber-awards.



**BROWARD COUNTY PUBLIC SCHOOLS
SCHOOL-RELATED EMPLOYEE OF THE YEAR
RATING FORM**

- | | |
|----------------------------------------------------|--------------------------------------------------------------|
| 0 - Shows no evidence of the criteria | 3 - Shows more than adequate evidence of the criteria |
| 1 - Shows little evidence of the criteria | 4 - Shows exemplary evidence of the criteria |
| 2 - Shows adequate evidence of the criteria | |

NOMINEE LOCATION: _____

| SELECTION CRITERIA | POINTS |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| Extends himself/herself beyond the basic required duties by displaying initiative and creativity. | |
| Contributes to the students, school and District in the following manner: <ul style="list-style-type: none"> • Enhances student learning and highest achievement through literacy-based activities. • Creates positive relationships with parents, students, co-workers and community members. • Makes schools/departments safer, healthier and more attractive. | |
| Earns respect and admiration of colleagues and the community. | |
| Demonstrates exceptional skills and dedication on the job. | |
| Displays exemplary leadership abilities through active participation in school, or District and community activities as well as makes decisions and delegates effectively and diplomatically. | |
| Utilizes in-service and training to consistently improve and develop skills. | |
| Demonstrates exemplary interpersonal skills in communicating with students, families and community members, as well as collaboration with other professionals. | |
| EVALUATOR NAME: _____ SIGNATURE: _____ DATE: _____ | *TOTAL SCORE |

***The total possible score is 28 points.**
Note: In fairness to all nominees, only the number of pages requested should be reviewed.