

CALIBER AWARDS

SCHOOL-RELATED EMPLOYEE OF THE YEAR GENERAL INFORMATION

The faculty/staff of an individual school, technical college, center or department nominates one candidate for the Broward County Public Schools School-Related Employee of the Year (SREOY) Award. *If the faculty/staff chooses not to participate in the nomination process, the principal or administrator nominates a non-instructional person from the staff.*

SELECTION CRITERIA

The nominee is evaluated based on the following criteria:

- Extends himself/herself beyond basic required duties by displaying initiative and creativity.
- Contributes to the students, school and District served in the following manner:
 - Enhances student learning and achievement through literacy-based activities.
 - Creates positive relationships with parents, students, co-workers and community members.
 - Cultivates safer, healthier and more attractive schools.
- Demonstrates exceptional skill and dedication on the job.
- Earns respect and admiration of colleagues and the community.
- Displays exemplary leadership abilities through active participation in the school, District or community by making decisions and delegating effectively and diplomatically.
- Maintains and utilizes current in-service and available 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.

ELIGIBILITY

Examples of full or part-time education support personnel who serve at the school or District level that are eligible for nomination include, but are not limited to:

- Armed safe school officers
- Bookkeepers
- Building maintenance workers
- Bus drivers
- Custodians
- Food service staff
- Instructional Facilitators
- Library aides
- Mechanics
- Nurses
- Paraprofessionals
- School counselors and social workers
- Secretaries, clerks and office managers
- Security personnel
- Teacher aides
- Warehouse workers

Nominees must have a minimum of five (5) full consecutive years working with Broward County Public Schools. Certified instructional and administrative personnel or contract employees are ineligible.

**Only candidates meeting the eligibility and selection criteria will be considered for the award.*

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



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SCHOOL-RELATED EMPLOYEE OF THE YEAR

Divisions, departments and schools nominate candidates for the Broward County Public Schools School-Related Employee of the Year Award. Below is a chart reflecting each division's maximum number of nominations.

DIVISION/DEPARTMENT	ADMINISTRATOR	NUMBER OF CANDIDATES TO SUBMIT
Board Members' Office Superintendent General Counsel Communications and Legislative Affairs	Dr. Howard Hepburn Marilyn Batista John Sullivan	1
North Regional Schools Central Regional Schools South Regional Schools School Transformation Office	Dr. Jermaine Fleming Dr. Ted Toomer Dr. Alan Strauss Dr. Angela R. Fulton	3 3 3 1
Human Resources & Equity	David Azzarito	2
Safety, Security and Emergency Preparedness	Jaime Alberti	2
Academics	Saemone Hollingsworth	1
Audit	David Rhodes (Task Assigned)	1
Finance	Erum Motiwala	1
Information and Technology	Matthew Bradford (Task Assigned)	1
Food and Nutrition Services Student Transportation and Fleet Services	Mary Mulder Rolando Alvarez	1 1
Student Services Initiatives	Veda Hudge	1

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SCHOOL-RELATED EMPLOYEE OF THE YEAR TIMELINE

Nominations must be completed by **Friday, September 13, 2024.**

Nominees must download the application information, and email the completed packet to their designated principals, District-based executive directors or directors by **Friday, September 27, 2024.** **NOTE:** Application packets must be submitted as one document; multiple documents will not be accepted. Please use the following for mat when naming the document:
LastName.FirstName_SchoolName/DepartmentName_SREOY.

Each Regional Administrator forms a Screening committee. The committee screens the application packets submitted by the schools in each region and selects the top applicants**. The Regional Administrator forwards the names and corresponding application packets for their top school-related employees (for a total of 10) to Dr. Carolyn Stewart in the Office of Communications and Legislative Affairs at carolyn.stewart@browardschools.com by **Friday, October 18, 2024.**

School-Related Employee of the Year nominees and guests from all schools are invited to the Caliber Awards ceremony, a recognition event, which takes place on **Friday, February 7, 2025,** at the Lauderhill Performing Arts Center. The name of the Broward County Public Schools School-Related Employee of the Year will be announced at that time.

Principals, District-based executive directors or directors must email their nominee's application packet to their respective Regional Administrator's/ Executive Team Leader's secretary by **Wednesday, October 2, 2024.**

Note: Principals include checklist with application packet.*

Executive Team Leader forwards the name and corresponding application packet of the designated number of finalists for his/her division to Dr. Carolyn Stewart in the Office of Communications and Legislative Affairs at carolyn.stewart@browardschools.com by **Friday, October 18, 2024.**

District Screening Committee scores the submitted application packets and interviews the finalists by **Wednesday, January 8, 2025.**

SEPTEMBER

OCTOBER

JANUARY

FEBRUARY

*Checklist included in Nomination Guidelines.

**North, Central and South regions submit three applicants; School Transformation Office submits one applicant.

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