

## BROWARD COUNTY PUBLIC SCHOOLS 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/District Employee of the Year (SREY) 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.
- Earns respect and admiration of colleagues and the community.
- Demonstrates exceptional skill and dedication on the job.
- Displays exemplary leadership abilities through active participation in the school, District or community by making decisions and delegating effectively and diplomatically.
- Utilizes 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 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 may be full or part-time employees. Certified instructional and administrative personnel or contract employees are ineligible.

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



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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
Superintendent Chief of Staff Board Members' Office Office of General Counsel Office of Communications	Dr. Vickie Cartwright Jeffrey Moquin Marilyn Batista Katherine Koch	1
School Performance & Accountability 15 from schools (One person representing each Cadre) 1 from OSPA Staff	Dr. Valerie Wanza	16
Human Resources & Equity	Alan Strauss	2
Portfolio Services	John Sullivan	2
Safety, Security and Emergency Preparedness	Dr. Leo Nesmith	2
Academics	Daniel Gohl	1
Audit	Joris Jabouin	1
Finance	Oleg Gorokhovsky	1
Information and Technology	Phillip Dunn, II	1
Operations (Due to the large number of support employees in this division, select one candidate from food and nutrition service; one from transportation services and one from the remaining departments within the division.)	Dr. Jermaine Fleming Mary Mulder Rolando Alvarez	1 1 1
Student Support Initiatives and Recovery	Dr. Antoine Hickman	1

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### **TIMFLINE**

Nominees must download the application information, and email the completed packet to their designated principals, District-based executive directors or directors by **Friday, October 15, 2021.** 

**NOTE:** Application packets must be submitted as one document; multiple documents will not be accepted. Please use the following format when naming the document:

LastName.FirstName\_SchoolName/DepartmentName\_SREOY.

Each Cadre Director forms a Screening committee. This committee screens the application packets submitted by the schools in each Cadre and selects one applicant. Each Cadre Director forwards the name and corresponding application packet for one school-related employee (for a total of 15) to Dr. Carolyn Stewart in the Office of Communications at carolyn.stewart@browardschools.com for review by the District Screening Committee, by Friday, November 5, 2021.

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 4, 2022, at the Inter Miami CF Stadium. 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 Cadre Director's/Executive Team Leader's secretary by Monday, October 18, 2021.

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 at carolyn.stewart@browardschools.com for review by the District Screening Committee, by Friday, November 5, 2021.

District Screening Committee scores the submitted application packets and interviews the finalists by **Wednesday**,

December 8, 2021.

OCTOBER NOVEMBER DECEMBER FEBRUARY

\*Checklist included in Nomination Guidelines