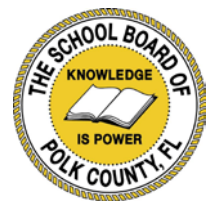


Nomination Packet

*2012 Polk County
School-Related
Employee of the Year*



Polk County Public Schools

2012 Polk County School-Related Employee *of the Year*

You have been recognized by your school for excellence, dedication and ability. Your accomplishments are tremendous and it is an honor to be nominated for the 2012 Polk County School-Related Employee of the Year. You make a difference in the life of each child that you help.

**Contents of this completed application may be used for promotional or publicity purposes.*

Timeline for Selection of 2012 Polk County School-Related Employee of the Year

September 7, 2011	Nomination packets posted on district web site and in the Community Relations public folder.
September 28, 2011	Nomination packets must be submitted by this date.
February 23, 2012	2012 Teacher of the Year/School-Related Employee of the Year Awards Program

2012 Polk County School-Related Employee *of the Year*

Nomination Procedures

The following requirements must be met in nominating a candidate for the 2012 Polk County School-Related Employee of the Year:

1. All information must be typed. All information must be included on this application form. Be sure to **only** use the amount of space allotted in the application for each answer. You may not add extra pages, attachments, artwork, special covers, etc.
2. Please submit **ONE** copy of the nomination form and **SEVEN** stapled sets of the **application form, response to the two sections** and the **nominating committee statement**. Do not staple the letter of recommendation (see requirement #5 below).
3. **Send a color photograph** -such as a school or yearbook photo. **We are not able to accept any photo other than a head-and-shoulders type photo on a solid background**. If you need assistance, please contact your Network Manager at your school site.
4. **Send a color action photograph** (ex. custodial staff or secretary in action, cleaning in the cafeteria or handling activities in the front office.)

Photos should be sent in a jpeg format as an attachment to teresa.murvin@polk-fl.net with "School-Related Employee of the Year" and your school name in the subject line.

5. **Provide one (1) Letter of Recommendation**. Recommendation letters may be submitted from teachers, parents, students, colleagues or community leaders.

Please note that the Statement of Nominating Committee (page 8 of this application) does not constitute as a Letter of Recommendation. Both a Letter of Recommendation (page 9) and Statement of Nominating Committee (page 8) must be submitted as separate documents.

Send the nomination packet to: Polk County Public Schools
Community Relations Department
District Office- Route E

Packets must be submitted on or before **Wednesday, September 28, 2011 by 5:00 p.m.**, to be considered by the selection committee. **Applications submitted after this date will not be considered.**

2012 Polk County School-Related Employee *of the Year*

Nomination Procedures

A selection committee reviews the nomination packets to assist the Community Relations Department in identifying the 2012 Polk County School-Related Employee of the Year.

In addition to the district's annual Awards Program, you should make an effort to recognize your School-Related Employee of the Year candidate throughout the year. This makes the awards more meaningful, and it promotes the image of your professional staff. Some ideas include:

- Special parking place for nominees
- Names on building sign
- A special reception
- Information about the nominee in a newsletter or news show
- Nominee as guest speaker at graduation, special events, etc.

Each school's nominee is honored at a district-wide Awards Program held in February. Business sponsors provide several prizes for the overall district winners.

Questions regarding eligibility or the nomination process should be directed to Teresa Murvin, Communications Specialist or Leah Lauderdale APR, CPRC, Community Relations Senior Director at 534-0698.

Eligibility

Nominations should be made without regard to race, age, sex, national origin, religion or disability.

Nominee may be a full-time or part-time employee of the Polk County School District at time of application and awards program. Certified instructional and administrative personnel are **not eligible**. You may determine your own selection process. Examples of non-certified, non-instructional support personnel who serve at the school or district office level that are eligible for nomination include, but are not limited to:

- Teacher Aides
- Paraeducators
- Library Aides
- Bookkeepers
- Secretaries and clerks
- Bus drivers
- Food service staff
- Custodians and building maintenance workers
- Warehouse workers
- Mechanics
- Security personnel
- Administrative secretaries and office managers

Selection Criteria

Each district nominee will be evaluated based upon the following criteria:

- Extends himself/herself beyond basic required duties by displaying initiative and creativity.
- Contributes to the students, school and district he/she serves in the following manner:
 - Enhances student learning through participation in literacy based activities.
 - Creates positive relationships with parents, students, coworkers and community members.
 - Makes schools safer, healthier and more attractive.
- 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 school or district and community activities and/or by making decisions and delegating effectively and diplomatically.
- Exhibits good interpersonal skills.
- Utilizes in-service and/or training to consistently improve and develop skills.
- Demonstrates exemplary interpersonal skills in communicating with students, families and community members, as well as in collaboration with other professionals.

Nomination Form

(Please Note: All information must be typed.)

2012 Polk County School-Related Employee of the Year Nominee

(Please type your first and last name EXACTLY as you want it to appear in news releases, publications and on your plaque.)

Phonetic spelling or pronunciation

School, Department or Work Site

(If you work in a special program, give the program AND the site/location)

Does the recipient have any special needs? (i.e. ADA Accessibility?) YES NO

Ring Size

SAP #

I hereby give my permission that any or all attached material may be shared with people interested in promoting Polk County Public Schools, and I attest that all this information is accurate.

Nominee's signature

Principal's signature

APPLICATION DEADLINE

September 28, 2011

Return by mail to:

Polk County Public Schools
Community Relations Department
District Office
Route E

Application Form

(Please Note: All information must be typed.)

Job Title: _____

Brief description of current job responsibilities:

Total years employed by district: _____

Years at present work site: _____

Respond to the following two (2) sections. **Responses must be typed utilizing a font not smaller than 11 point.** Begin each section on a new page. At the top of the page, specify the section number.

- 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.)**

- 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 your response to one double-spaced page.)**

***Please avoid references to nominee's name, school or office site in Parts I and II of this section.**

Statement of Nominating Committee

(Please Note: All information must be typed. Please limit your response to three double-spaced pages. Responses must be typed utilizing a font not smaller than 11 point.)

Based on the selection criteria, describe why this nominee should be selected as the 2012 Polk County School-Related Employee of the Year. **Provide specific examples** that demonstrate exemplary job performance. Your response should identify contributions made by the nominee to the school or district that promote student learning through participation in literacy-based activities, create positive relationships with parents, students, coworkers and community members and make schools safer.

***This statement should not be signed.**

Avoid references to nominee's name, school or office site in this section.

The Letter of Recommendation

Please include nominee's name, school or office site in the Letter of Recommendation. This letter may be forwarded as part of the state's School-Related Employee of the Year Award.