



## Clayton County Public Schools

### 2017 - 2018 Support Professional of the Year - Certified

Clayton County Public School System recognizes and celebrates outstanding achievement of its certified support staff at its annual Employee of the Year Celebration. Below are the guidelines and information for nominating an individual for **Support Professional of the Year - Certified**.

#### What criteria must a support professional meet to be nominated?

*Nominee must have completed a minimum of three years as a support professional and must have a satisfactory/proficient rating on his/her annual summary evaluation and no outstanding ethics complaints.*

#### What is the process?

1. Eligible certified employees include facilitators, implementation specialist, social workers, counselors, instructional technology staff, specialists, data analysts, and other non-teaching certified employees.
2. Complete nomination packet.

Please return this packet to Joe Hart at the Professional Learning Center preferably via email [joe.hart@clayton.k12.ga.us](mailto:joe.hart@clayton.k12.ga.us) or CCPS inter-office mail by **September 15, 2017**.

3. Once the nomination packets are received, the committee will review the applications and determine the finalists. The finalists will be interviewed by a panel of judges. Only finalists interviewed by the judges will be honored at the *Employee of the Year Celebration* at the Performing Arts Center (PAC) on January 25, 2018. It is recommended that schools/departments honor all other nominations.

#### Contact Information

For questions, please contact Joe Hart or Dr. Tamika Galbreath at the Professional Learning Center via email or telephone.

Joe Hart email address: [joe.hart@clayton.k12.ga.us](mailto:joe.hart@clayton.k12.ga.us)

Phone Number: (404)895-4922

Dr. Tamika Galbreath email address: [tamika.galbreath@clayton.k12.ga.us](mailto:tamika.galbreath@clayton.k12.ga.us)

Phone Number: (404) 449-2234



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### Nominee/Nominator Profile Form

Due: September 15, 2017

#### Nominee's Information

I nominate the following employee as *Support Professional of the Year - Certified*.

*Name of Nominee:* \_\_\_\_\_

*School/ Department:* \_\_\_\_\_

*Nominee's Supervisor:* \_\_\_\_\_

*Employee Position:* \_\_\_\_\_

*Length of time at this location:* \_\_\_\_\_ *Length of time in position* \_\_\_\_\_

#### Nominator's Information

*Your Name:* \_\_\_\_\_

*Your Position:* \_\_\_\_\_

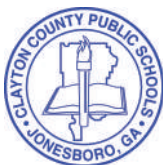
*Your School/Department Name:* \_\_\_\_\_

*Your Phone Number:* \_\_\_\_\_

*Your Email Address:* \_\_\_\_\_

*Relationship to the support professional you are nominating, i.e. co-worker, supervisor, etc.*

\_\_\_\_\_  
\_\_\_\_\_



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CATEGORY	1 FAIR	2 GOOD	3 EXCELLENT
1. <b>Uniqueness</b> – Contributes to the education of students, improvement of staff and the overall climate of the school			
<b>Comments:</b>			
2. <b>Dedication and Attitude</b> – Shows dedication, initiative, commitment and a winning attitude on the job			
<b>Comments:</b>			
3. <b>Outstanding Achievement</b> – Volunteers for special projects/programs, continues to enhance professional growth, and/or displays community involvement			
<b>Comments:</b>			
4. <b>Team Leadership</b> - Disposition and attitude supports team building skills (Handling additional tasks outside job description, assisting others to succeed, etc.)			
<b>Comments:</b>			
5. <b>Job Competency</b> - Demonstrates proof of job knowledge, pride, enthusiasm, improved performance, and job training			
<b>Comments:</b>			
6. <b>Initiative</b> – Seeks out new ways to enhance job performance and efficiency			
<b>Comments:</b>			
7. <b>Flexibility</b> – Adapts to new situations easily and is willing to learn new techniques			
<b>Comments:</b>			
8. <b>Vision</b> – Envisions how the job relates to the success of the school, the department and/or the system			
<b>Comments:</b>			



Name: \_\_\_\_\_ Employee ID: \_\_\_\_\_

School or Department: \_\_\_\_\_

Number of years in CCPS: \_\_\_\_\_ Number of years in current position: \_\_\_\_\_

Number of years at this location: \_\_\_\_\_ Total years of experience in designated field: \_\_\_\_\_

1. List unique contributions that you have made in your current position.
2. List at least three (3) examples of evidence and/or artifacts showing strong leadership, vision, professional growth, coaching employees and other qualities that may be applicable.