



The Florida School-Related Employee of the Year Program recognizes outstanding education support personnel for their contributions to their schools and communities. The program honors one state representative and four finalists who have demonstrated exceptional skill and dedication in the performance of their jobs, thereby earning them the respect and admiration of students, teachers, administrators, co-workers and parents.

District finalists will be selected and one will be named MCPS School Related Employee of the Year. In addition, there will be an additional award presented to an employee who does not work directly with students but who goes above and beyond their duty for the betterment of the school district.

Nomination Procedures

The following requirements must be met in nominating a candidate for the 2022-2023 Marion County School-Related Employee of the Year Program:

Eligibility

Each school or district department may nominate one school-related employee.

- Nominations should be made without regard to race, age, gender, national origin, religious affiliation or disability.
- All nominees must have worked for the School Board for at least one year.
- All non-certified, non-instructional educational support personnel who serve at the school or district level (such as teacher aides, library aides, bookkeepers, secretaries and clerks, bus drivers, food service staff, custodians, building maintenance workers, warehouse workers, mechanics, and nurses) may be nominated. Nominees may be full or part-time employees.
- Instructional and administrative personnel are as defined in section 1012.01(2) (a) – (d) and (3), Florida Statutes, certified administrative staff and contract employees are not eligible.

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

Teacher aides	Food service staff
Library aides	Custodians
Bookkeepers	Warehouse workers
Secretaries & clerks	Mechanics
Bus drivers	Building maintenance workers

Nominating Committees at each location are responsible for:

- Setting a deadline for nominations to be submitted.
- Creating and distributing a nomination form to all employees.
- All Marion County School Board employees may submit one nomination. However, only those impacted by the election may vote, i.e., a principal, director, food service manager, lead/head custodian, transportation coordinator/assistant, teacher, etc., *may nominate an employee but they may not vote.*
- Setting voting date allowing time for run-offs.
- Making the ballot, listing all nominees and posting. Posting with synopsis of each nominee is optional. If a person conducting the election process is nominated, they should resign from the committee for this year's election.
- Making a list of employees eligible to vote. Overseeing the election, checking their names off as they submit their vote.
- The winner will be determined by a majority vote. In the event of a tie, there will be a run-off between those who are tied.
- There will be one winner from each school/department that chooses to participate.
- The nominating committee at each school/department location should notify the winner.
- One person from the nominating committee is responsible for notifying the Public Education Foundation **via an online form at <https://forms.gle/8Eu7cHv88Wth3oKV7>**
- **The online form must be completed September 29th at 5pm.**

***If the school/department winner would like to be considered for the District Winner, the following additional items must be provided:**

- **Two (2) letters of recommendation, must be completed for the candidate-one of which must be from the nominee's principal or supervisor.** Recommendation letters may also be submitted from teachers, parents, students, colleagues, administrators and/or civic or community leaders. Recommendation letters must provide specific examples of the nominee's contributions to his/her school and district. Each letter must be distinct and different in content. (No more than two recommendation letters will be accepted.)
- These letters of recommendation must be included when submitting the online information for the candidate by September 29th at 5pm.

The Foundation will then request additional information directly from the School/Department candidates to include the following:

- Any continuing education or training courses in which they have participated within the last five-year period and any previous awards, recommendations, or recognition received from their school, district or community within the last five-year period

Selection Criteria Overview

A district selection committee, comprised of members of our community, will then review the complete and timely-submitted information to determine the Marion County School Related Employee of the Year. The selection committee will consider and review only the materials requested, thus additional materials should not be submitted.

Each work site nominee will be evaluated based upon the following criteria:

- Extends himself/herself beyond basic required duties by displaying initiative and creativity.
 - Contributes to the success of the students, school and district.
 - Enhances student learning and achievement.
 - Cultivates safer, healthier and more attractive schools.
 - Earns respect and admiration of colleagues and creates positive relationships with parents, students, coworkers and community members.
 - Demonstrates exceptional skill and dedication on the job.
 - Displays leadership abilities through active participation in school or district and community activities and/or by making decisions and delegating effectively and diplomatically.
 - Utilizes in-service and/or training to consistently improve and develop skills
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For additional questions, please contact the Public Education Foundation of Marion County at 352-671-4167 or Meghan.Magamoll@marion.k12.fl.us