

Office of Human Resources

Timeline for Office Employee of the Year (OEOY)
2015-2016

| Date | Task |
|---|--|
| November 6, 2015 | Office Employee of the Year forms available http://jobs.dadeschools.net/non-instruct/Index.asp |
| December 17, 2015 | OEOY nomination forms due to the Regions/District Offices |
| January 22, 2016 | OEOY forms due to UTD |
| January 22, 2016 | OEOY District Task Force Meeting |
| February 12, 2016 | OEOY District Interviews of Finalists @ UTD |
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| <p>Contact: Gruselda Dowe, Staff Liaison Professional Development Assistant – UTD 2200 Biscayne Boulevard, 2nd Floor Miami, Florida 33132 305-854-0220 ext. 251</p> | |

2015-2016 OFFICE EMPLOYEE OF THE YEAR

Nomination Form & Procedures

A recognition program
of exemplary office employees

Sponsored by
Miami-Dade County Public Schools
&
United Teachers of Dade

Miami-Dade County Public Schools
2015-2016 Office Employee of the Year

Background

The annual Office Employee of the Year (OEOY) program is a countywide effort which brings deserved recognition to office employees and serves to highlight the positive aspects of their contributions to excellence in education. The OEOY program is not attempting to single out any individual office employee as the best, but to honor one office employee who is representative of all the excellent office employees working for Miami-Dade County Public Schools. This is the twenty fourth year Miami-Dade County Public Schools and United Teachers of Dade have participated in a joint effort to honor an office employee of the year.

Eligibility

- Any full-time staff member represented by UTD Bargaining Unit 1.
- **Confidential exempt employees, teachers, paraprofessionals, school support personnel, and administrators are ineligible to apply.**
- A minimum of three full-time years (from hire date) is required as an office employee of Miami-Dade County Public Schools prior to nomination.
- Persons representing UTD on the District Office Employee of the Year Task Force are ineligible.
- Nominations are to be made within the bargaining unit without regard to gender, race, color, religion, ethnic or national origin, political beliefs, marital status, age, sexual orientation, social and family background, linguistic preference, or disability.

Criteria

The nominee should:

- Be an exceptional, skillful, dedicated office employee, and should have knowledge of the school system as it relates to his/her job.
- Have the respect and admiration of students, faculty, parents, and/or co-workers at his/her work location as well as in the community.
- Have a superior ability to communicate.
- Demonstrate a continuing effort to improve skills outside official duties through formal or informal education or in-service activities.
- Have a record of exceptional performance and devotion as demonstrated by cooperation, competency, efficiency, special acts, service, leadership, and performance above and beyond the normal requirements of the position.

2015-2016 Office Employee of the Year Selection Procedures

Work Locations

1. Only one nomination **per work location** is eligible for submittal to the regions/administrative offices.
2. A **nominating committee** at each worksite shall be established to select the nominee. The committee may consist of teachers, clerical personnel, parents, administrators, or community leaders. This committee is charged with preparing the nomination package.
3. All nominations should be completed with original signatures and submitted to the Region Center Office.
 - **All schools** (including adult, vocational, skills centers, alternative education, and community schools) should submit to Region Center offices by **Thursday, December 17, 2015**.
 - All nominations from **administrative support locations** (i.e. School Board Administration Building, Transportation, Attendance, etc.) should be submitted to the Non-Instructional Staffing office, work location 9304, 1450 N.E. 2nd Avenue, Room 158, to the attention of Ms. Stacy Rolle by **Thursday, December 17, 2015**.
4. Additional materials, other than those required by the nomination form (letters of recommendation, copies of certificates, etc.) should not exceed five pages.
5. Only the written nomination form will be permitted. **Notebooks and presentation folders will not be permitted**.

Regional Centers

1. A screening committee shall be selected by the region office superintendent, or designee and shall be comprised of seven members from the following categories:
 - **two** administrators
 - **two** full-time UTD-represented office employees and
 - **three** additional members (citizens, teachers, PTA representatives, business representatives, Dade Partners).
2. The committee should select three semi-finalists. The semi-finalists must be interviewed by the selection committee. The committee will select one finalist to submit to the district for the 2015-16 Office Employee of the Year.
3. **Fifteen** copies of the finalist's nomination, a list of the selection committee, and the names, titles and work locations of all nominees are due by **Friday, January 22, 2016**, to UTD, 2200 Biscayne Boulevard, Miami, FL 33137.

Should you have any questions or concerns, please contact Ms. Gruselda Dowe, UTD at (305) 854-0220 ext. 251.

2015-2016 Office Employee of the Year
Nomination Form

Nominations must be typed and submitted with original signatures.

Nominee's Name: _____ Employee #: _____ Number of Years with M-DCPS: _____

Nomination Region or Category: _____ Work Location #: _____ Work Location Phone: _____

Current Job Classification Title and Code: _____ Work Location Fax: _____

Nominee's E-mail (home or work): _____ Nominating Work Location #: _____

Nominating Worksite: _____ Supervising Administrator's Name: _____

Attachments should be used to respond to the following questions. These attachments **are not** included in the five-page limit for additional materials.

- I. **Job Responsibilities** – List current job responsibilities including the types of individuals with whom the nominee interacts on a daily basis.
- II. **Previous Positions** – List previous positions with Miami-Dade County Public Schools, beginning with the most recent position.
- III. **In-service** – List or attach course titles/numbers and dates taken of any Miami-Dade County Public Schools' in-service programs.
- IV. **Education** – List or attach any courses taken or degrees received, other than M-DCPS in-service components. List the course title, the location or college, and the dates taken.
- V. **Job-Related/Community Participation** – List any job-related or community organizations, committees, associations, task forces, and conferences in which the nominee is/was a participant, member, or officer. Please include dates of participation.
- VI. **Honors/Awards** – List any job-related or community honors or awards received. Please indicate the name of the award/honor, the date given, and the person or organization giving the award.

TO BE COMPLETED BY THE NOMINEE:

- VII. On no more than one page (one-sided), please state how your experience with Miami-Dade County Public Schools qualifies you to be the 2015-2016 Office Employee of the Year. Emphasize factors which influenced you towards your profession and the rewards you find in your work.

TO BE COMPLETED BY THE NOMINEE'S CURRENT SUPERVISOR:

- VIII. **On no more than one page (one-sided)**, please provide a narrative of support highlighting your nominee's strengths and why he/she should be the 2015-2016 Office Employee of the Year.

All statements and information on the nomination form are accurate to the best of my knowledge.

Signature of Nominee: _____ Date: _____

Signature of Nominating Chairperson: _____ Date: _____

Signature of Current Supervisor: _____ Date: _____