

**2017-2018
AFSCME
SUPPORT PERSONNEL
OF THE YEAR**

Nomination
Form & Procedures

A recognition program
of exemplary AFSCME support personnel employees

Sponsored by
Miami-Dade County Public Schools
&
American Federation of State
County and Municipal Employees

2017-2018
AFSCME SUPPORT PERSONNEL OF THE YEAR
SELECTION PROCEDURS

BACKGROUND

The annual American Federation of State County and Municipal Employees(AFSCME) Support Personnel of the Year program is a countywide project, which provides deserved recognition to AFSCME support personnel and serves to highlight the positive aspects of their contributions to excellence in education. The AFSCME Support Personnel of the Year Program is not attempting to single out any individual as best, but to honor one who is representative of all the excellent AFSCME support personnel working for Miami-Dade County Public Schools.

ELIGIBILITY

- Any full-time or part-time hourly AFSCME school support personnel who has worked five consecutive years in Miami-Dade County Public Schools prior to the year of application/nomination.
- Applications/Nominations are to be made 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 of the individual.
- Only full-time or part-time employees represented by the AFSCME Bargaining Units #4, #5 and U3 are eligible for application/nomination (**Transportation, Food Services, Plant Operations, Maintenance and General Services**).
- Persons representing AFSCME on the District AFSCME Support Personnel of the Year Selection Committee and/or Task Force are ineligible.

SELECTION CRITERIA

Each 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:
 - Creates positive relationships with parents, students, co-workers and community members; and
 - 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.
- 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 collaborating with other professionals.

PROCEDURES FOR APPLICATION/NOMINATION AT WORK LOCATION

1. Eligible employees at all work locations may apply either by self-submittal or nominated by any Miami-Dade County Public Schools employee(s)
2. All applications should be completed with original signatures and submitted to the designated office by **November 30, 2017**.
3. Supporting materials in addition to those required by the application (See page 8), are limited to **five (5)** attachments.
4. If an employee has transferred from one work location to another within 90 days of this application, the employee may elect to have the previous administrator fill out the appropriate sections of the application. If the employee's administrator has recently transferred, the application may be forwarded to that person.

PROCEDURES FOR SELECTION

1. The AFSCME Work Area Screening Committee shall be appointed by the District Administrator or designee. A screening committee from the five work areas of Transportation, Food Services, Plant Operations, Maintenance and General Services shall be selected and comprised of the following:
 - Two administrators;
 - Three full-time employees represented by AFSCME
- *District AFSCME Support Personnel of the Year Task Force members are ineligible**
2. Using the established criteria listed in the Screening Instrument of the 2017-2018 AFSCME Support Personnel of the Year packet, each of the five committees will screen all nominations submitted from their work areas and select three finalists.
 3. A total of **15** finalists will be submitted to the District Task Force for the 2017-2018 AFSCME Support Personnel of the Year. In addition, the names of the all nominees including nomination forms shall be submitted to **Ms. Stacy L. Rolle at the Non-Instructional Staffing Office located at 1450 NE 2nd Avenue Room 160, by 3:30pm, Friday, December 8, 2017.***

***No exceptions will be made**

4. The MDCPS/AFSCME District Task Force will be comprised of (8) members, for the purpose of selecting the District AFSCME Support Personnel of the Year.

AFSCME WORK AREAS

TRANSPORTATION

(All AFSCME employees reporting to Transportation)
15401 SW 117TH Avenue
Miami, FL 33177
Contact person: Orlando Alonso
Mail code: 9230
Tel:(305) 234-3365
Fax:(305) 234-8024

FOOD SERVICES

(All AFSCME employees reporting to Food Services)
7042 West Flagler Street
Miami, Florida 33134
Contact Person: Penny Parham
Mail Code: 9025
Tel: (786) 275-0420
Fax: (786) 275-0841

PLANT OPERATIONS

(All Custodians and Security Specialist District wide)
11035 SW 84th Street
Miami, FL 33173
Contact person: Peter Abreu
Mail code: 9221
Tel:(305) 835-1050
Fax:(305) 835-1056

MAINTENANCE OPERATIONS

(All AFSCME employees reporting to Maintenance)
12525 NW 28th Avenue
Miami, FL 33167
Contact person: Linda Green
Mail code: 9241
Tel:(305) 995-4010
Fax:(305) 995-7947

GENERAL SERVICES

(All AFSCME employees reporting to S&D/Procurement and WLRN)
7001 SW 4th Street
Miami, FL 33134
Contact person: Carlos Limon
Mail code: 9181
Tel:(786) 275-0600
Fax:(786) 275-0834

Application/Nomination Deadlines or Timelines:

Finalists' applications due to the designated District office: Mail Code: 9304, Office of Non-Instructional Staffing Attention: Stacy L. Rolle	November 30, 2017
Applications due to the designated work area:	December 8, 2017
Final interviews with District Task Force:	December 14, 2017
Five AFSCME Finalists to be honored at the Doubletree by Hilton Hotel Miami 711 NW 72nd Avenue, Miami FL	February 28, 2018

**2017-2018 AFSCME Support Personnel of the Year
Application/Nomination Form**

Nominations must be typed and submitted with original signatures.

Nominee's Name: _____ Employee #: _____

Nominee's E-mail (home or work): _____

Current Job Classification Title: _____ Number of years with M-DCPS: _____

Number of consecutive years working in an AFSCME support position _____

Number of years at present location _____ Number of years in present job _____

Nominating Worksite Name: _____ Nominating Work Location#: _____

Work Location Phone: _____

Supervising Administrator's Name: _____

Nominating Region: _____

Signature of Nominee: _____ Date: _____

Signature of Current Supervisor: _____ Date: _____

Signature of Nominating Chairperson: _____ Date: _____

Justification Form

(To be completed by applicant/nominating body. Limit response to three (3) typed pages using a font no smaller than 12 pt.)

Based on the selection criteria, describe why this applicant/nominee should be selected as the AFSCME Support Personnel of the Year. Describe how the applicant/nominee has demonstrated exemplary job performance and contributed to school improvement. You may choose to cite examples as to how the employee contributes to the school or school District to make it safer, healthier, and /or more attractive; supports school and District operations and services to make them more successful; helps teachers teach and students learn; and/or build positive relationships with co-workers, students, teachers, parents, and the community.

2017-2018 AFSCME Support Personnel of the Year

NOMINATION FORM ATTACHMENTS

The items below are to be typewritten and attached to the nomination form as indicated below. These attachments are not included in the five-page limit for additional materials.

TO BE COMPLETED BY THE NOMINEE:

- I. **Job Responsibilities** – List current job responsibilities with Miami-Dade County Public Schools, beginning 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. Please include school/location and dates of services.
- 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/Award** – 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.
- 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 AFSCME Support Personnel 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:

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 2017-2018 AFSCME Support Personnel of the Year. The narrative should be signed and dated.

**AFSCME SUPPORT PERSONNEL OF THE YEAR
SCREENING INSTRUMENT**

TOTAL POINTS

NOMINEE'S NAME

Using the following scale, evaluate this candidate according to the criteria. Assign a point score to each area.

[1 2 3]
Fair

[4 5 6 7]
Good

[8 9 10]
Outstanding

- 1. Nominee demonstrates exceptional skills and shows dedication. _____
- 2. Nominee is admired and respected by co-workers and the community as demonstrated by honors, awards and comments. _____
- 3. Nominee has a superior ability to communicate. _____
- 4. Nominee takes additional education, in-service and/or training classes. _____
- 5. Nominee demonstrates exceptional performance, competence and leadership beyond the normal requirements. _____
- 6. Nominee demonstrates superior ability to accomplish the tasks he/she is charged with on a daily basis. _____
- 7. Nominee demonstrates superior ability to develop new methods of performing his/her task which leads to greater efficiency. _____

TOTAL POINTS _____

Committee Member's Signature

Date