

2016-2017 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
2016-2017 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 fifth 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 (UO salary schedule).
- **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.

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:
 - Enhances student learning and highest achievement through literacy-based activities;
 - Creates positive relationships with parents, students, co-workers 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 inservice and/or training to consistently improve and develop skills.
- Demonstrates exemplary interpersonal skills in communicating with students, families and community members, as well as collaboration with other professionals.

2016-2017 Office Employee of the Year Selection Procedures

PROCEDURES FOR NOMINATION AT WORK LOCATIONS

1. Nominations for membership on the nominating committee are to come from the floor at a faculty meeting including staff represented by the UTD contract and administration.
2. The nominating committee at each school or center shall be composed of at least **five and no more than seven persons** elected by the entire faculty and staff to include the UTD building steward; a member of the administrative staff. The balance of the committee shall be composed of staff represented by the UTD contract.
3. The nominating committee shall select a chairperson.
4. The nominating committee may submit the names of not more than three candidates for Office Employee of the year, accompanied by a written rationale for each. At the same time, additional nominations may be made from the floor with appropriate statements.
5. The Office Employee of the Year Nominee shall be chosen by secret ballot in which staff represented by the UTD contract and administrators vote. (No absentee ballots shall be accepted).
6. The nominating committee chairperson shall appoint two tellers, neither of whom are members of the nominating committee or themselves nominees, to count the ballots. The nominee is to be announced immediately.
7. The nominating committee chairperson will complete a Nomination Form. (Attachment A)
8. **Additional information or appendix materials, which serve as a supplement to the Nomination Form itself, shall be limited to not more than three pages, 8 1/2" x 11" (stapled).**
9. All Office Employee of the Year Nomination Forms and required attachments should be submitted to the respective Region Office by **Friday, November 18, 2016.**
 - Schools and SPED centers should submit nomination forms and attachments to the designated Region office.
 - Adult Education Centers; Technical Colleges; Skills Centers and Alternative Education Centers should submit nomination forms and attachments to: Ms. Adette Benjamin, Adult/Voc/Alt. & Community Education, SBAB #823.
 - District administrative support (i.e. School Board Administration; Transportation; Attendance; Maintenance; Food Services, etc.) should submit location nomination forms and attachments to Ms. Stacy Rolle, Non-Instructional Staffing, SBAB #150.

PROCEDURES FOR NOMINATION AND SELECTION FOR REGION OFFICES

1. The Region/District Selection Committee shall be appointed by the Region Superintendent/District Administrator or designee, and shall be comprised of at least two teachers and two administrators. The balance of the committee shall be comprised of members represented by the UTD contract. **District Office Employee of the Year Task Force members are ineligible.**
2. Using the established criteria listed in the Procedures for Selection of the 2016-2017 Office Employee of the year, each committee will screen all nominations submitted from their schools and centers and select four finalists. (Attachment A)
3. At least five members of the Region/District's Office Employee of the Year Selection Committee shall be elected by the full committee to serve as a visitation team to observe, as a body, each of the four finalists in his/her home school/center.
4. Following the visitations, the four finalists will be interviewed individually by the entire eight-member selection committee. Following the interviews and in closed session, the visitation team members will present their written observation reports to the committee. Each committee will vote by secret ballot for the Office Employee of the Year. The chairperson and one other member of each committee shall count the ballots and immediately announce the results. The three finalists and the nominee for the District Office Employee of the Year shall be notified immediately of the results.
5. The names of the nominees and finalist including nomination forms shall be submitted (16 copies) to **Ms. Gruselda Dowe at the UTD Office located at 2200 Biscayne Blvd. 2nd floor, by 3:30pm, Monday, December 12, 2016.** The written reports of the visitation teams and all other supporting data should be attached to the Nominating Forms.

PROCEDURES FOR NOMINATION AND SELECTION AT THE DISTRICT LEVEL

1. The M-DCPS/UTD Office Employee Task Force may be expanded to include two teachers and one representative of a community support group for the purpose of selecting the District Office Employee of the Year.
2. Each of the finalists shall be interviewed by the task force sitting as a total body. The task force shall use the evaluation criteria (Attachment B) as a basis for selecting the Office Employee of the Year. Following the interviews there shall be an open discussion and then the task force shall vote by secret ballot. The chairpersons shall count the votes and the first candidate receiving a majority of the votes (50% plus one) shall be the 2016-2017 Office Employee of the Year. Multiple ballots may be required.

2016-2017 Office Employee of the Year 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 full-time years working as an office employee of Miami-Dade County Public Schools prior to nomination: _____

Number of years at present school _____ 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 Nominating Chairperson: _____ Date: _____

Signature of Current Supervisor: _____ Date: _____

2016-2017 Office Employee of the Year

NOMINATION FORM ATTACHMENTS

The below items 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 Paraprofessional/School 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:

- 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 2016-2017 Office Employee of the Year. The narrative should be signed and dated.

**OFFICE EMPLOYEE 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 _____