

PARAPROFESSIONAL/SCHOOL SUPPORT PERSONNEL
OF THE YEAR 2013-2014
SELECTION PROCEDURES

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Office of Human Resources

Timeline for Paraprofessional of the Year (PPOY)
2013-2014

Date	Task
November 12, 2013	Paraprofessional/School Support Personnel packet available http://jobs.dadeschools.net/non-instruct/Index.asp
December 18, 2013	PPOY nomination packets due to the Regions/District Offices
January 16, 2014	PPOY District Task Force Meeting
January 13, 2014	PPOY packets due to UTD
January 24, 2014	PPOY District Interviews of Finalists @ UTD
Contact: Mr. Tony Dorado - UTD 305-854-0220	

PARAPROFESSIONAL/SCHOOL SUPPORT PERSONNEL OF THE YEAR

SELECTION PROCEDURES

INTRODUCTION

The annual Paraprofessional/Support Personnel of the Year Program is a countywide project, which provides deserved recognition to paraprofessionals and school support personnel and serves to highlight the positive aspects of their contributions to excellence in education. The Paraprofessional/School 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 paraprofessionals and school support personnel working for Miami-Dade County Public Schools. The 2013-2014 school year is the twenty-seventh year that Miami-Dade County Public Schools and United Teachers of Dade have participated in a joint effort to honor an employee from this group.

ELIGIBILITY CRITERIA

1. Any full-time or part-time/hourly paraprofessional or school support personnel who has worked **three full** consecutive years in Miami-Dade County Public Schools prior to the year of nomination.
2. Full-time is defined as those assigned to A or C payroll; part-time is defined as those assigned to B or F payroll.
3. 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.
4. Only full-time or part-time employees represented by the United Teachers of Dade Bargaining Unit #1 [Paraprofessional, Associate Educator and School Support Personnel (**CAP Advisor, Interpreter of Deaf/Hard of Hearing, School Resource Specialist, Security Monitor, Community Involvement Specialist, Computer Laboratory Specialist, Occupational Therapy Assistant, Physical Therapy Assistant, Athletic Trainer and Classroom Assistant**) are eligible for nomination]
5. Persons representing the United Teachers of Dade on the District Paraprofessional/School Support Personnel of the Year Guidelines or Selection Committee and/or Task Force are ineligible.

SELECTION CRITERIA

A nominee should:

1. Provide evidence of exceptional skill and dedication on the job.
2. Possess good interpersonal skills and have the respect and admiration of students and co-workers.
3. Exemplify leadership through active participation in school and community activities, such as membership on the Educational Excellence School Advisory Council, Steering Committees, Service Clubs, Parent Teacher Association, District Advisory Committees, etc.
4. Extend him/ her self beyond the basic required duties by displaying initiative, creativity, and overall contribution to the school program.
5. Demonstrate superior job performance.
6. Provide evidence of a desire for professional growth through participation in workshops, in-services, college courses, etc.
7. Demonstrate an exemplary attendance/punctuality record.

PROCEDURES FOR NOMINATION AND SELECTION AT SCHOOLS AND CENTERS

1. 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.
2. Any paraprofessional or school support personnel, office staff, instructional or administrative personnel shall be eligible for nominating committee membership.
3. At least one member of the nominating committee shall be a United Teacher of Dade building steward, one shall be a member of the administrative staff and one shall be a paraprofessional or school support personnel.
4. The nominating committee shall select a chairperson.
5. Nominations for membership on the nominating committee are to come from the floor at a faculty meeting including staff represented by UTD contract and administration.
6. The nominating committee may submit to the faculty the names of not more than three candidates for Paraprofessional/School Support Personnel 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.
7. At this same meeting, the Paraprofessional/School Support Personnel Nominee of the Year shall be chosen by secret ballot in which staff represented by UTD contract and administrators vote. (No absentee ballots shall be accepted).
8. 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.
9. The nominating committee chairperson will complete a Nomination Form. (Attachment A)
10. **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).**
11. Submit Paraprofessional/School Support Personnel of the Year Nomination Form and required attachments 1-5 (see page 7) to the Region Office by Wednesday, **December 18, 2013.**
12. Alternative Centers, Adult/Vocation Programs and SPED Centers shall be included with the Regional Center Schools.

PROCEDURES FOR NOMINATION AND SELECTION FOR REGIONS

1. The Region Selection Committee shall be appointed by the Region Superintendent or designee, and shall be comprised of two teachers, two administrators, two paraprofessionals or school support personnel and one citizen from a community support group such as Dade Partners, Chamber of Commerce, etc. If the citizen has children of school age, they should be enrolled in the public schools. The committee members, along with the Region Superintendent, or his/her designee, will constitute the eight members of each Region Selection Committee. The Selection Committee shall select one of its members to serve as chairperson.
2. Using the established criteria listed in the Procedures for Selection of the 2013-2014 Paraprofessional/School Support Personnel of the Year, each committee will screen all nominations submitted from their schools and centers and select four finalists. A screening instrument has been included. (Attachment B)
3. At least five members of the Region's Paraprofessional/School Support Personnel 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 Paraprofessional/School Support Personnel of the Year for their respective Region. 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 Paraprofessional/School Support Personnel of the Year shall be notified immediately of the results.
5. The names of the nominees and finalists including selection packets shall be submitted (15 copies) to **Mr. Tony Dorado, at UTD by 3:30pm, Monday, January 13, 2014**. 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 Paraprofessional/School Support Personnel Task Force may be expanded to include two teachers and one representative of a community support group such as the Chamber of Commerce, Dade Partners, etc., for the purpose of selecting the district Paraprofessional/School Support Personnel 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 as a basis for selecting the Paraprofessional/School Support Personnel 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 2013-2014 Paraprofessional/School Support Personnel of the Year. Multiple ballots may be required.

**REQUIRED INFORMATION FOR
PARAPROFESSIONAL/SCHOOL SUPPORT OF THE YEAR**

Nomination Forms must include **only** the following attachments, which must be typed:

- ATTACHMENT #1 Biographical sketch - In a narrative of 500 words or less, the nominee shall submit a biographical sketch, which includes reasons for entering his/her field.
- ATTACHMENT #2 Work philosophy - The nominee shall explain his/her role at his/her work site.
- ATTACHMENT #3 Accomplishments - The nominee shall explain what he/she considers his/her greatest accomplishments and contributions to education in the past three years.
- ATTACHMENT #4 Reasons for nominating - The chairperson of the school nominating committee shall cite the reasons for nominating this paraprofessional/school support personnel. Particular effort shall be made to pinpoint the abilities, techniques and personal qualities, which make this nominee an outstanding candidate. Be as specific as possible in relating comments to the eligibility and selection criteria contained in these procedures (see pages 2 and 3).
- ATTACHMENT #5 Letters of recommendation - The nominee shall submit two letters of recommendation, one from the work site administrator and one from the immediate supervisor. Please ensure letters are signed.

PARAPROFESSIONAL/SCHOOL SUPPORT PERSONNEL OF THE YEAR

NOMINATION FORM (Please Type)

Job Title _____

Nominee's Name _____ Employee # _____

Nominee's Address _____

Nominee's Telephone # _____

School Name _____ School Phone # _____

School Address _____

Principal's Name _____

Number of Students in School _____

Number of Paraprofessionals/School
Support Personnel in School _____

Brief description of current job responsibilities _____

PROFESSIONAL GROWTH

Participation in Workshops, In-services, College Courses, other _____

How did this benefit the nominee's professional performance? _____

(Attach separate page(s) if necessary)

PROFESSIONAL DATA

Consecutive years working as Paraprofessional/School Support Personnel _____

Total years worked at M-DCPS _____ Years at present school _____ Years in present job _____

Previous Positions	School/Location	Dates of Service
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

EDUCATIONAL AND COMMUNITY RECOGNITION

1. Scholastic honors attained (include dates) _____

2. Other honors (e.g. community or school awards) _____

**PARAPROFESSIONAL/SCHOOL 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 _____