

**2017-2018
PARAPROFESSIONAL/
SCHOOL SUPPORT
PERSONNEL
OF THE YEAR**

Nomination Form & Procedures

A recognition program
of exemplary paraprofessionals and school support
personnel employees

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

**PARAPROFESSIONAL/SCHOOL SUPPORT PERSONNEL OF THE YEAR
2017-2018**

SELECTION PROCEDURES

BACKGROUND

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 2017-2018 school year is the fourteenth 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

- Any full-time or part-time/hourly paraprofessional or school support personnel who has worked **three** consecutive years in Miami-Dade County Public Schools prior to the year of nomination.
- 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 United Teachers of Dade Bargaining Unit #1 are eligible for nomination (**Paraprofessional; Associate Educator; 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; Head Start Assistant**).
- Persons representing the United Teachers of Dade on the District Paraprofessional/School Support Personnel of the Year Selection Committee and/or Task Force are ineligible.

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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; 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.
- Exhibits good interpersonal skills.
- 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 collaboration with other professionals.

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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; and a paraprofessional or school support employee. 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 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.
5. The Paraprofessional/School Support Personnel Nominee of the Year 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 Paraprofessional/School Support Personnel of the Year Nomination Forms and required attachments should be submitted to the respective Region Office by **Friday, November 17, 2017.**
 - 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.

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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 two teachers, two administrators, two paraprofessionals or school support personnel and one citizen from a community support group. **District Paraprofessional/School Support Personnel of the Year Task Force members are ineligible.**
2. Using the established criteria listed in the Procedures for Selection of the 2017-2018 paraprofessional/School Support Personnel of the Year, each committee will screen all nominations submitted from their schools and centers and select four finalists.
3. At least five members of the Region/District'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 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. The chairperson and one other member of each committee shall count the ballots and immediately announce the results. The three nominees and the finalist for the District Paraprofessional/School Support Personnel 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. Pat Fullwood at the UTD Office, located at 2200 Biscayne Boulevard 2nd floor, Miami, Florida 33132, by Friday, December 8, 2017 at 3:00 p.m.** The written reports of the visitation teams and all other supporting data should be attached to the Nominating Forms.

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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 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 screening instrument (Attachment B) 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 2017-2018 Paraprofessional/School Support Personnel of the Year.

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ATTACHMENT A

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 as a Paraprofessional or in a school support position _____

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: _____

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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 daily.
- 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 2017-2018 Paraprofessional/School Support Personnel of the Year. The narrative should be signed and dated.

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ATTACHMENT B

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
