

**AFSCME**  
**SUPPORT PERSONNEL**  
**OF THE YEAR**  
**2018-2019**

**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

# SELECTION PROCEDURES

## 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 instead honors one who represents all of the excellent AFSCME support personnel working for Miami-Dade County Public Schools (M-DCPS).

## ELIGIBILITY

- Any full-time or part-time hourly AFSCME support personnel who has worked five consecutive years in M-DCPS prior to the year of application/nomination.
- 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**).
- Applications/nominations are to be made without regard to sex, race, color, ethnic or national origin, religion, marital status, disability, genetic information, age, political beliefs, sexual orientation, gender, gender identification, social and family background, linguistic preference, pregnancy or citizenship status.
- 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 they serve 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 skills and dedication on the job.
- Displays exemplary leadership abilities through active participation in school, 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.

## WORK LOCATION PROCEDURES FOR APPLICATION/NOMINATION

1. All eligible employees at all work locations may apply either by self-submittal or nominated by any M-DCPS employee(s).
2. All applications should be completed with original signatures and submitted to the designated AFSCME Work Area (see page 4), **by Friday, November 30, 2018.**
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.

## WORK AREA SCREENING COMMITTEE PROCEDURES FOR SELECTION

1. The AFSCME Work Area Screening Committee shall be appointed by the District Administrator or designee in charge of each area. 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

**\*M-DCPS/AFSCME Support Personnel of the Year Task Force Committee Members are ineligible\***

2. Using the selection criteria listed in the Screening form (Attachment C), 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 **M-DCPS/AFSCME Support Personnel of the Year Task Force**. In addition, the names of all nominees including Application/Nomination Forms and Justification Forms (Attachment A & B) shall be submitted **by 3:00p.m. on Friday, January 11, 2019 (no exceptions to the deadline) to:**

**Ms. Stacy Rolle  
Office of Non-Instructional Staffing  
1450 NE 2<sup>nd</sup> Avenue, Suite 150  
Miami, FL 33132**

4. The **M-DCPS/AFSCME Support Personnel of the Year Task Force** will be comprised of eight (8) members, for the purpose of selecting the **M-DCPS/AFSCME Support Personnel of the Year**.

## AFSCME WORK AREAS

### TRANSPORTATION

(All AFSCME employees reporting to  
Transportation)

Contact: Mr. Orlando Alonso

15401 SW 117<sup>th</sup> Avenue  
Miami, FL 33177  
Mail Code: 9230

Office: (305) 234-3365  
Fax: (305) 234-8024

### FOOD & NUTRITION

(All AFSCME employees reporting to  
Food Services)

Contact: Ms. Penny Parham

7042 West Flagler Street  
Miami, FL 33134  
Mail Code: 9025

Office: (786) 275-0420  
Fax: (786) 275-0841

### PLANT OPERATIONS

(All Custodians and Security Specialists  
District wide)

Contact: Mr. Pedro A. Abreu

11035 SW 84<sup>th</sup> Street  
Miami, FL 33173  
Mail Code: 9221

Office: (305) 835-1050  
Fax: (305) 835-1056

### MAINTENANCE OPERATIONS

(All AFSCME employees reporting to  
Maintenance)

Contact: Ms. Lynda Green

12525 NW 28<sup>th</sup> Avenue  
Miami, FL 33167  
Mail Code: 9241

Office: (305) 995-4010  
Fax: (305) 995-7947

### GENERAL SERVICES

(All AFSCME employees reporting to S&D/Procurement and WLRN)

Contact: Mr. Carlos Limon

7001 SW 4<sup>th</sup> Street  
Miami, FL 33134  
Mail Code: 9181

Office: (786) 275-0600  
Fax: (786) 275-0834

AFSCME SUPPORT PERSONNEL OF THE YEAR  
APPLICATION / NOMINATION DEADLINES AND TIMELINES

**APPLICATIONS DUE TO THE DESIGNATED AFSCME WORK AREAS**

**Friday, November 30, 2018**

**FINALISTS' APPLICATIONS DUE TO THE DISTRICT OFFICE**

**Friday, January 11, 2019**

**OFFICE OF NON-INSTRUCTIONAL STAFFING**

School Board Administration Building (SBAB) – Mail Code 9304  
1450 NE 2<sup>nd</sup> Avenue, Suite 150  
Miami, FL 33132  
Attention: Ms. Stacy L. Rolle

**FINAL INTERVIEWS WITH M-DCPS/AFSCME TASK FORCE MEMBERS**

**Friday, January 18, 2019**

**AFSCME GALA TO HONOR THE FIVE FINALISTS**

**To Be Announced**

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 full-time years working as support personnel for M-DCPS prior to nomination: \_\_\_\_\_

Number of years at present school: \_\_\_\_\_ Number of years in present job: \_\_\_\_\_

Nominating Worksite Name: \_\_\_\_\_ Nominating Work Location#: \_\_\_\_\_

Work Location Phone: \_\_\_\_\_ Nominating Region: \_\_\_\_\_

Supervising Administrator's Name and Title: \_\_\_\_\_

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Signature of Nominee: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Nominating Chairperson: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Current Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

AFSCME SUPPORT PERSONNEL OF THE YEAR  
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 2018-2019 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.

# AFSCME SUPPORT PERSONNEL OF THE YEAR

## NOMINATION FORM ATTACHMENTS

The items below are to be typewritten and attached to the Nomination Form (Attachment A) as indicated below. The 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 M-DCPS, beginning with whom the nominee interacts on a daily basis.
- II. **Previous Positions** – List previous positions with M-DCPS, 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 of any M-DCPS' in-service programs participation.
- 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.
- VII. Please provide a statement on how your experience with M-DCPS 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 (should be no more than one page).

### TO BE COMPLETED BY THE NOMINEE'S CURRENT SUPERVISOR

- I. Please provide a narrative of support highlighting your nominee's strengths and why he/she should be the 2018-2019 AFSCME Support Personnel of the Year. The narrative should be signed and dated and no more than one page.



AFSCME SUPPORT PERSONNEL OF THE YEAR  
SCREENING FORM

<b>NOMINEE'S NAME</b>	
<b>NOMINEE'S EMPLOYEE NUMBER</b>	

Using the point scale below, evaluate this candidate according to the criteria and assign a point score to each.

<b>POINT SCALE</b>	<b>FAIR</b>	<b>GOOD</b>	<b>OUTSTANDING</b>
	1, 2, 3	4, 5, 6	8, 9, 10

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 has taken 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 daily. \_\_\_\_\_
7. Nominee demonstrates superior ability to develop new methods of performing his/her task which leads to greater efficiency. \_\_\_\_\_

<b>TOTAL POINTS</b>	
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