

UTD
OFFICE EMPLOYEE OF THE YEAR
2018-2019

Nomination Form
&
Procedures

A recognition program of exemplary office employees

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

SELECTION PROCEDURES

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 instead honors one office employee who represents of all the excellent office employees working for Miami-Dade County Public Schools (M-DCPS). This is the twenty-seventh year M-DCPS and United Teachers of Dade (UTD) have participated in a joint effort to honor an Office Employee of the Year.

ELIGIBILITY

- Only full-time staff members represented by UTD Bargaining Unit (UO salary schedule).
- A minimum of three full-time years (from hire date) is required as an office employee of M-DCPS prior to nomination.
- Nominations are to be made within the bargaining unit 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.
- **Confidential Exempt Employees, teachers, paraprofessionals, school support personnel, and administrators are ineligible to apply.**
- Representatives from UTD on the District Office Employee 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.
- 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 collaboration with other professionals.
- 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;
 - Makes schools safer, healthier and more attractive.

WORK LOCATION PROCEDURES FOR NOMINATION AND SELECTION

1. Nominations for membership on the nominating committee are to come from the floor at a faculty meeting and must include 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 committee members** elected by the entire faculty and staff to include the UTD building steward and a member of the administrative staff. The remaining committee members shall be comprised of staff represented by the UTD contract.
3. The nominating committee shall select a chairperson.
4. The nominating committee may only submit three candidate names 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 the Application/Nomination Form (Attachment A).
8. **Additional information or appendix materials, which serve as a supplement to the Nomination Form itself, shall be limited to no more than three pages, 8 1/2" x 11" (stapled).**
9. **Deadlines and Submission Locations:**
 - All schools and SPED Centers should submit the Application/Nomination Form (Attachment A) and required attachments to the respective **Region Office by Friday, November 16, 2018.**
 - All Adult Education Centers; Technical Colleges; Skills Centers and Alternative Education Centers should submit the Application/Nomination Form (Attachment A) and attachments **by Friday, November 16, 2018 to:**

Ms. Adette Benjamin
Adult/Voc/Alt. & Community Education
1450 NE 2nd Avenue, Suite 823
Miami, FL 33132

- All District administrative support (i.e. School Board Administration; Transportation; Attendance; Maintenance; Food Services, etc.) should submit the Application/Nomination Form (Attachment A) and attachments **by Friday, November 16, 2018 to:**

Mr. Henry D. Tablada
Office of Non-Instructional Staffing
1450 NE 2nd Avenue, Suite 150
Miami, FL 33132

REGION OFFICES PROCEDURES FOR NOMINATION AND SELECTION

1. The Office Employee of the Year Region Selection Committee shall consist of eight members, and are appointed by the Region Superintendent or designee, and shall be comprised of at least two teachers and two administrators. The remaining committee members shall be comprised of members represented by the UTD contract. **M-DCPS/UTD Office Employee of the Year Task Force Members are ineligible.**
2. Using the established criteria, the committee will screen all nominations (Attachment A Application/Nomination Form) submitted from their schools and centers and select four finalists.
3. At least five members of the Region's Office Employee of the Year Selection Committee shall be elected by the entire 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 the committee shall count the ballots and immediately announce the results. The three finalists and the Region's nominee for the District's Office Employee of the Year shall be notified immediately of the results.
5. The packets of the Region's Nominee for the District's Office Employee of the Year as well as the three finalists should include all nomination forms, rubric, committee score sheets, written reports of the visitation teams and all other supporting data. Sixteen (16) copies of the Region's Nominee for the District's Office Employee of the Year packet, along with the packets of the three (3) finalists should be submitted **by Friday, January 11, 2019 to:**

**Ms. Gruselda Dowe
United Teachers of Dade
2200 Biscayne Boulevard, 2nd Floor
Miami, FL 33137**

DISTRICT LEVEL PROCEDURES FOR NOMINATION AND SELECTION

1. The M-DCPS/UTD Office Employee of the Year 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 Region's Nominees shall be interviewed by the M-DCPS/UTD Office Employee of the Year Task Force sitting as a total body. The Office Employee of the Year Task Force shall use the Screening Form (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 selection committee shall vote by secret ballot. The Co-Chairpersons shall count the votes and the first candidate receiving a majority of the votes (50% plus one) shall be the 2018-2019 Office Employee of the Year.

UTD OFFICE EMPLOYEE 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 an office employee 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: _____

Signature of Nominee: _____ Date: _____

Signature of Nominating Chairperson: _____ Date: _____

Signature of Current Supervisor: _____ Date: _____

UTD OFFICE EMPLOYEE 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 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/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. Provide a statement on how your experience with M-DCPS qualifies you to be the Office Employee 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 Office Employee of the Year. The narrative should be signed and dated and be no more than one page.

UTD OFFICE EMPLOYEE OF THE YEAR
SCREENING FORM

NOMINEE'S NAME	
NOMINEE'S EMPLOYEE NUMBER	

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

POINT SCALE	FAIR	GOOD	OUTSTANDING
	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. _____

TOTAL POINTS	
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