



## Support Staff of the Year Award Nomination Procedure

### **Purpose of the Award:**

- To recognize and celebrate an outstanding support staff member for his/her contributions to the success of students and the learning community
- To focus public attention on the importance of education and exemplary support professionals

### **Selection Criteria:**

- Is an exceptionally dedicated, knowledgeable and skilled member of the Owosso Public Schools' team
- Goes above and beyond the call of duty
- Is supportive of the learning environment
- Develops relationships with students and staff

### **Nomination Process:**

- All nominees must be support staff personnel who have worked for Owosso Public Schools for a minimum of two years. Any staff member, student, parent or community member can nominate a Support Staff of the Year.

### **Selection Process:**

The Owosso Public Schools Foundation board and a subcommittee of their designation will select the award recipient.

The committee will thoroughly review the documentation submitted and rank the individuals based on a rating form. The award winner will be announced at the Annual State of the District staff address on January 20, 2025 (subject to change). A reception to honor the award recipient may take place prior to the conclusion of the 2024-2025 school year. The media, staff, students, parents, community members, and recipient's family members will be invited to attend.

### **Award:**

The Support Staff of the Year recipient will receive \$100 to be used personally at the employee's discretion.



## **Owosso Public Schools Support Staff of the Year Nomination Process**

1. Nominations will be accepted from November 8, 2024 to December 4, 2024. The nominee's building principal or supervisor must endorse the nomination form.
2. The nomination portfolio should include:
  - A completed nomination form and an attached essay or bulleted list describing the nominee. The attached document should address the following:
    - i. Describe the nominee's work-related activities that build relationships with students and staff.
    - ii. Provide examples of how the nominee has proven to be an exceptional school support professional
    - iii. Describe how the nominee supports, strengthens, and improves the learning environment
3. Letter(s) of support from a teacher, student, community member, parent, colleague, or others must be included in the nomination portfolio (1-5 letters).
4. All nominations are to be submitted to Matt Van Epps, Owosso Public Schools Foundation President, 645 Alger Street, Owosso, MI 48867 by December 4, 2024.



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## Owosso Public Schools Support Staff of the Year Award Nomination Form 2024-2025

***Please attach your essay or bulleted list describing how the nominee meets all criteria described for Owosso Public Schools Support Staff of the Year.***

### **Nominee Information:**

Name: \_\_\_\_\_

School(s) and Title: \_\_\_\_\_

Work Address: \_\_\_\_\_

Work phone number: \_\_\_\_\_

Email address: \_\_\_\_\_

Total years with Owosso Public Schools: \_\_\_\_\_

Years in current position: \_\_\_\_\_

School Principal: \_\_\_\_\_

### **Nominator Information:**

Name: \_\_\_\_\_

School and Title (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

Daytime and evening phone numbers: \_\_\_\_\_

Email address: \_\_\_\_\_

**Endorsement Signature of School Principal or Supervisor**

\_\_\_\_\_

Date: \_\_\_\_\_