

**Support Staff  
Employee of the Year  
Award Program**

**2018-2019**

**Hazlet Township  
Public Schools**



*"Educating our students...to achieve their maximum potential."*

# **HAZLET TOWNSHIP PUBLIC SCHOOLS**

## ***Support Staff Employee of the Year Award Program***

It is the goal of the Hazlet Township Public Schools to “educate our students...to achieve their maximum potential.” This is only possible through the dedication of not only our outstanding teachers and administrators, but our exceptional support staff as well.

The Hazlet Township Public School District has many fine support staff employees. We are asking for your assistance in identifying those individuals whose skills, dedication, understanding and caring for children have made a positive impact on the lives of our students, and whose service has been truly outstanding in its contribution to the overall positive educational climate of the district.

The ***Support Staff Employee of the Year Award*** is a recognition program whereby the Hazlet Township Board of Education has the opportunity to recognize outstanding achievement by a member of the support staff in the District. The purpose of the nomination process is to provide a systematic method to identify these individuals and ensure that they receive appropriate recognition for their efforts on behalf of the students in the school district.

### ***Who Can Be Nominated?***

Nominees must be full time employees of the District, who have a contract but are not certificated. They can work in any capacity in one of the following support staff positions, including but not limited to:

- *Paraprofessionals*
- *Custodial/Maintenance Employees*
- *Secretaries*
- *Technicians*

The nominee must have served in a regular support staff position with the school district for a minimum of one school year. The nominee need not have served in any one position for that one year period, but the cumulative total of regular support staff service is to be at least one year.

During that time, the individual should have performed their duties in such an outstanding manner that they significantly contributed to the functioning of the District. This may or may not include functions outside the regular scope of their job duties.

Additional volunteer work in service to the district may be used to support a nomination, however, the basic qualifications should involve the work done by the employee during the regular course of their employment.

### ***Who Can Nominate?***

Any member of the school community including supervisors, administrators, building principals, teachers, nurses, secretaries, custodians, maintenance staff, paraprofessionals, community members, and parents/guardians of a district student can nominate a candidate for consideration. The school district desires to have the widest possible participation in this program and ensure that every support staff employee who performs outstanding service has the opportunity to be nominated.

### ***How Do I Nominate Someone?***

Nomination forms will be available in all district schools and on the district website at [www.hazlet.org](http://www.hazlet.org).

Please complete all sections and limit answers to the space provided.

Nomination forms must be completed and returned to the Nominee’s building principal ***on or before 4:00 p.m. on the first Monday in March.***

### ***Time Line***

Completed nomination forms must be received by the nominee’s building principal ***on or before 4:00 p.m. on the first Monday in March.***

Nominations received will be reviewed by a selection committee. The committee will consist of the building principal, staff members and parent representatives. The building selection committees will meet during the month of March to review all nomination forms and select a building winner.

The award recipients will be notified on or before the first Monday in April.

The ***Support Staff Employee of the Year*** awards will be presented to recipients at the June Board of Education meeting.

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**NOMINATION FORM**

Name of Nominee \_\_\_\_\_  
*(Last Name)*
*(First Name)*

School (please circle)    SDECLC    LDS    MRS    RVS    BSS    CRS    HMS    RHS

Position    PARAPROFESSIONAL                  SECRETARY                  CUSTODIAN

OTHER: \_\_\_\_\_

Please describe why you feel that this candidate should be Support Staff Employee of the Year:

Name of Nominator \_\_\_\_\_ Date \_\_\_\_\_  
Please Print

Signature of Nominator \_\_\_\_\_

Address \_\_\_\_\_  
Street Address
City
State
Zip

PLEASE RETURN COMPLETED FORMS TO YOUR BUILDING PRINCIPAL BY **MARCH 1, 2019**

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