

The Louisiana Department of Education (LDOE) is requesting nominations for the Outstanding School Support Employee Awards Program. The awards program provides the Superintendent of each school system the opportunity to honor an outstanding employee at the elementary, middle/junior high and high school levels. The winners will be those support employees selected by local school systems for having rendered time and talents beyond the call of duty. The Outstanding School Support Employee Awards Program provides an opportunity to honor an outstanding employee at the elementary, middle/junior high and high school levels that supports and provides leadership in the operation of non-instructional activities within the school year.

Applications should be emailed to Dana.Dauzat@la.gov no later than 5:00 PM CT on April 9th.

Nomination Notes

1. School Level

The school principal from each school system shall submit one nomination from any school support category to the superintendent's office of the school system. If the school consists of more than one level, the principal shall submit one nominee for each level (i.e., elementary, junior high/middle, secondary). Nominations shall be made by school support personnel or their representative groups through use of procedures established by the local school system for this purpose. The final selection process shall include a formal mechanism to obtain teacher, parental, and community recommendations and opinions.

2. System Level

Each local superintendent shall report to the State Superintendent of Education the candidates selected from its respective city/parish school system to receive the outstanding elementary, middle, and high school award. Selections shall be made by school support personnel or school support groups through the use of procedures established by the local school system for this purpose.

The final selection process shall include a formal mechanism to obtain school support personnel, teachers, and community recommendations and opinions. The selection process must adhere to the General Information Instructions as well as to the Guidelines for Selecting Candidates.

3. State Special Schools

State Special Schools shall include the following:

- Louisiana School for the Deaf
- Louisiana School for the Visually Impaired
- Louisiana Special Education Center

Each superintendent/director of a State special school operated by the State Board of Elementary and Secondary Education may nominate one candidate designed for this competition as elementary, middle, or high school support employee of the year. The candidate shall also meet the Guidelines for Selecting Candidates. Selection shall be made by school support personnel or school support personnel groups through use the use of procedures established by the school for this purpose. The final selection process shall include a formal mechanism to obtain teacher, parental and community recommendations and opinions, and shall adhere to the General Information and Instructions.

4. Awards

Award recipients shall be recognized by the local superintendent with an award of an appropriate plaque or certificate of merit at a reception or other honorary meeting or ceremony. The recipients may also be presented by the local superintendent a monetary award not to exceed three hundred dollars. The State Department of Education shall provide for the recognition of award recipients.

Guidelines for Selecting a Candidate

A. Qualifications

1. The nominee must be an employee of the school system and assigned to the nominating school.
2. The nominee must be from one of the following school support categories:
Teacher aide, paraprofessional, school bus driver, food service worker, clerical worker, custodial/maintenance worker, or any other school support employee classification that does not require a teacher's certificate as a condition of employment.

B. Nominee Criteria

1. The candidate should display outstanding leadership qualities in inspiring or motivating others.
2. There should be evidence of service or achievement above and beyond what is expected in the usual school operation
3. The individual should exemplify an attitude of professionalism in his/her role as a support to the operation of the school.
4. Specific factors to be considered are as follows:
 - a. Skill and dedication
 - b. Plans to continue active employment
 - c. Respect of and rapport with students
 - d. Respect of and rapport with parents
 - e. Respect of and rapport with co-workers
 - f. Community leadership

If applications need to be mailed, please send to the address below by **April 9th**.

Louisiana Department of Education

Attn: Division of Nutrition Support
1201 North Third Street
Baton Rouge, LA 70802

Please send questions to Dana.Dauzat@la.gov

OUTSTANDING SCHOOL SUPPORT EMPLOYEE AWARDS PROGRAM APPLICATION

This form is to be completed by the nominator to provide information on the nominee.

<u>Part I – General Information</u>	
Nominee’s Name:	
Home Address: (Include City, State, & Zip)	
Parish	
Telephone Number:	()
School Name:	
School Address: (Include City, State, & Zip)	
Level for which nominated: (Please circle one)	Elementary Jr High High
Position:	
Nominator’s Name:	
School Address: (Include City, State, & Zip)	
School Telephone Number:	()
Position:	

PART II - Using the Guideline for Selecting Candidates, list the factors that influenced you to nominate this person as The Outstanding Support Employee. Limit 1 page

PART III – Signatures

Superintendent/CEO _____ Date _____