

Nominee Recommendation Examples

Child Nutrition Category

Work Performance

- Plan, store, cook, and/or serve food for a large kitchen operation
- Use and maintain kitchen equipment and implement safety elements
- Maintain accurate records and prepare required reports
- Coordinate the daily set-up and day-end activities of the kitchen, cafeteria, and/or warehouse

School Community Involvement

- Communicate nutrition information and guidelines to staff, students, and/or parents
- Establish and maintain effective working relationships with a diverse group of staff, students, and/or parents
- Motivate staff and/or students to develop and maintain healthy eating habits
- Confer with administration and vendors regarding daily and weekly foods and supplies

Leadership and Commitment

Participate fully in the activities of the kitchen, cafeteria, and/or warehouse

Maintain a neat, safe, and sanitary site

Plan and organize a large kitchen operation

Plan and prioritize work schedules and meet deadlines

Maintenance, Operations, and Facilities Category

Work Performance

Determine and use a variety of methods, materials, tools, and equipment needed to complete the assignment

Perform maintenance and repair on buildings, equipment, vehicles, grounds, and/or computer networks

Estimate the scope of the work and secure the necessary materials and personnel to complete the job

Understand and implement safe working methods and procedures

School Community Involvement

Communicate effectively in both oral and written forms

Establish and maintain effective work relationships with others in the performance of required duties

Confer with staff regarding the job requirements

Leadership and Commitment

Engage fully in work assignments

Perform other duties beyond what is required

Respond to emergency situations in a timely manner

Maintain accurate work orders and reports

Office and Technical Category

Work Performance

Employ a variety of principles, methods, techniques, and strategies of clerical and office organization

Review, process, and verify various forms, reports, records, and other data

Perform duties related to the maintenance and support of computers or networks

Perform a variety of clerical and/or technical operations, procedures, and functions including data and word processing, recording of data, and compiling information for reports and summaries

School Community Involvement

Respond to requests for information for a specialized or confidential nature requiring the use of discretion and judgment in explaining regulations and procedures

Provide information and assistance to site personnel or the public in a variety of matters requiring a detailed knowledge of rules, procedures, policies, and activities

Manage office routines and serve as a receptionist to staff and the general public

Work cooperatively with staff in assisting and resolving office and technical problems

Leadership and Commitment

Analyze situations and take appropriate action in a variety of matters without immediate or direct supervision

Establish and maintain cooperative work relationships with racially and ethnically diverse staff, students, and community members

Apply policies, regulations, and operational procedures

Meet schedules and timelines

Para-Educator and Instructional Assistance

Work Performance

Under the Direction of the Teacher:

Assist in learning activity reinforcement and follow up with groups and/or individual students

Prepare and use appropriate instructional materials and techniques to meet student needs

Maintain student records and files

School Community Involvement

Establish and maintain cooperative working relationships with students and adults

Maintain the confidentiality of student, teacher, and site records and information

Assist with preparation and presentation of learning materials

Use appropriate language, spelling, and grammar in speaking and writing

Leadership and Commitment

Understand and demonstrate a receptive attitude toward students with a variety of needs and backgrounds

Know and implement basic concepts of student growth and development

Attend trainings as appropriate

Provide guidance, assistance, and encouragement to students in a variety of learning situations

Support Services and Security

Work Performance

Know and utilize a variety of procedures, techniques, and strategies to develop and maintain student support

Enlist and encourage parent and community involvement in the students' education and social development

Perform follow-up activities in resolving student attendance, discipline issues, welfare, and other student related concerns

Assist parents, guardians, and other community members in becoming aware of services available to them

School Community Involvement

Serve as a communication link between the site and members of the community

Communicate policies, regulations, and program goals and objectives to site, staff, parents, and the community

Establish and maintain effective and cooperative parental and community relationships

Relate effectively to diverse staff, students, and community

Leadership and Commitment

Provide access to and encourage students to participate in a variety of supportive services to optimize their academic achievement and social success

Plan and implement activities to reduce tobacco, drug, and alcohol abuse; attendance problems; and/or school discipline incidents

Use effective procedures and strategies in dealing with sensitive site and community concerns, issues, and problems

Transportation

Work Performance

Know and utilize safe driving and/or maintenance practices and techniques

Recognize malfunctions in equipment and vehicles

Inspect and maintain vehicles to ensure safe and clean operating conditions

School Community Involvement

Understand and carry out oral and written instructions

Resolve bus and/or mechanical issues in a timely manner

Establish and maintain effective working relationships with those contacted in the scope of work

Leadership and Commitment

Attend scheduled safety meetings and programs

Maintain records related to inspections, maintenance, and other assigned duties

Adhere to policies and procedures concerning transportation problems and issues

Know and implement related California vehicle codes and the Highway Patrol Handbook