



Coordinated by:
Stanislaus County
Office of
Education
Stanislaus
County
Chapter

2022-23 Nomination Application

NOMINEE INFORMATION		
Nominee's Name:	Nominee's Current Title:	
Home Address, City, Zip	Nominee's Cell Number:	
Work Site Name (School, District, or County Office)	Work Phone Number:	
Work Site Address:	Years in Current Position:	
NOMINEE'S WORK CATEGORY – Non-supervisory or Management		
<input type="checkbox"/> Clerical & Administrative Services <input type="checkbox"/> Custodial & Maintenance Services <input type="checkbox"/> Food & Nutrition Services <input type="checkbox"/> Health & Student Services <input type="checkbox"/> Para-professional <input type="checkbox"/> Security Services <input type="checkbox"/> Skilled Trades <input type="checkbox"/> Technical Services <input type="checkbox"/> Transportation Services		
<input type="checkbox"/> I would like this nomination to also be considered for the **Jane Johnston Civility Award .		
SUPERVISOR INFORMATION		
Supervisor's Name:	Supervisor's Title:	Supervisor's Work Phone Number:
School/District Website:	Supervisor's Email:	
NOMINATOR INFORMATION (If differs from Supervisor)		
Nominator's Name:	Nominator's Title:	Nominator's Phone Number:
Nominator's Email:		
I understand that this nomination is the first step in the California Classified School Employee of the Year Program (CSEY). I further understand that if this nominee is selected to represent Stanislaus County at the state level, additional information will be required. (See Page 2 for FORMAT)		
Nominee's Signature:		Date:
Supervisor's Signature:		Date:
District Superintendent or SCOE Cabinet Member's Signature:		Date:

* Per State criteria, employee must have five years of experience in work category, which can be part-time or full time.

Classified School Employees of the Year Work Categories:

- Clerical and Administrative Services:** The work must be directly related to clerical or secretarial duties. *Example: attendance clerk, secretary, and accountant.*
- Custodial and Maintenance Services:** The work must be directly related to operation or maintenance services. *Example: custodian and groundskeeper.*
- Food and Nutrition Services:** The work must be directly related to food handling and/or preparation. *Example: chef, cook, and cafeteria worker.*
- Health and Student Services:** The work must be directly related to health and student services. *Example: nurse and counselor.*
- Paraprofessional Services:** The work must be directly related to instructional services to students. *Example: classroom assistant, instructional aide, and library assistant.*
- Security Services:** The work must be directly related to the security of students and/or property. *Example: campus security monitor, and community outreach assistant.*
- Skilled Trades Services:** The work must be directly related to skilled services. *Example: carpenter, electrician, plumber, painter, & mechanic.*
- Technical Services:** The work must be directly related to technical duties. *Example: network engineer, technology support, and programmer.*
- Transportation Services:** The work must be directly related to student transportation. *Example: bus driver and dispatcher.*

Nomination Process: In order to align the County EMAD program with the State Classified School Employees of the Year, the nomination process has been set forth and requires only **one** nomination letter (limited to 3 pages) in the following format:

1. **Word Doc.**, 1-inch margins, one-sided, single-spaced, using 12-point, Arial font.
2. **Name Heading:** Must be typed at top of the letter in the following format:
 - a. **District Nominee's Name Work Category**
3. **Focus Area:** Describe how the nominee demonstrates excellence using 250 words or less in each of the following focus areas below.
 - a. **Work Performance** – Nominator(s) describe nominee's work performance and why nominee is deserving of the award. Please include:
 - i. Is motivated and interested in the job
 - ii. Demonstrates high skills and knowledge on the job
 - iii. Willingly supports/cooperates with others
 - iv. Is committed to high standards of performance
 - v. Exemplifies professionalism at all times
 - vi. Promotes collaboration within the work unit
 - b. **School and Community Involvement** – Nominator(s) describe nominee's involvement in school, work site or community. Examples include:
 - i. School activities apart from work
 - ii. Community volunteerism/activities
 - iii. Organizes others within the work environment
 - iv. Organizes others within the community
 - c. **Leadership and Commitment** – Nominator(s) describe the nominee's leadership experience in the following areas:
 - i. Promotes equity between/among work groups
 - ii. Steps up to cooperatively work through problems
 - iii. Promotes open communication among work groups
 - d. **Local Support** – Give examples of support from co-workers, school administrators, community members, etc. who speak to the nominee's exemplary work.
 - e. **Enhancement** – Please describe classified school employee's image in the community and schools. Examples might include:
 - i. Recognition – awards, recognition at community events, etc.
 - f. **Any Other Area** – Any other area the school deems exceptional and pertinent to the award.

The nomination letter may be written collectively by nominator(s) and supervisor. **Each focus area heading MUST be included in the document but is not included in the word count.**

****OPTIONAL: Jane Johnston Civility Award** - If the nominee is also to be considered for this award an additional letter, limited to one page, one-sided, single-spaced, may be submitted by the nominator to address civility attributes. Nominee's name must be typed at the top of the paper. See attached.

SUBMISSION PROCESS: Nominations MUST be submitted to designated district office staff. Districts will select their own honorees and forward nominations to SCOE based on Average Daily Attendance (ADA). **Designated district staff member(s) will receive a link from SCOE for submitting application(s), nomination letter(s), and six photos per nominee (including a 5 x7, color, headshot). Digital signatures are acceptable.**

SCOE Internal Nominations due no later than November 4, 2022.
District approved nominations due no later than November 15, 2022.



Jane Johnston Civility Award

County-level recognition only



Jane Johnston helped launch the countywide Choose Civility initiative in 2010. She advocated for and co-chaired the Employees Making a Difference Program and the Stanislaus County Teachers of the Year Program. Because Jane modeled civility at work, at home, and in the community, the Education Foundation of Stanislaus County created this award in her memory. In April 2012, Jane unexpectedly passed away and will be forever in our hearts.

Select four of the twelve principles of civility your nominee most embodies. Describe how he/she lives those principles by providing details and examples.

Listen

**Accept &
Give Praise**

**Respect
Others'
Time**

**Acknowledge
Others**

**Respect
Others'
Opinions**

**Speak
Kindly**

**Don't Speak
Ill**

**Think the
Best**

**Apologize
Sincerely**

**Refrain from
Idle
Complaints**

**Accept & Give
Constructive
Criticism**

**Don't Shift
Responsibility
& Blame**