

Award for Excellence in Staff Services

- Purpose:** This is an award which recognizes excellence in service and significant contributions among staff employees to the Bessemer School District, community, and students.
- Eligibility:** Bessemer School District staff (full and part time) who are currently working are eligible to receive the award. They are eligible for the same award after three years and upon demonstration of additional achievement.
- Selection Criteria:** This award is presented to a support staff member who strives to do his/her job well on a daily basis, goes above and beyond the call of duty in a special situation, and has contributed in a significant way to the success and expansion of Bessemer School District's mission. Given the diversity of jobs and positions among staff, it would be nearly impossible to apply any given set of criteria to every applicant. Thus, awards will be considered on an individual basis, in light of the individual's service to the district and particular position of employment.
- Selection Process:** One award will be given annually. Nominations are reviewed and selected by a committee. Should a committee member want to make a nomination, an alternative committee member will be selected. Should there be no nominations, the committee reserves the right not to offer an award for the year.
- The Committee will meet in early April to consider all nominations received by **Friday, April 6, 2018**. The committee will review all nominations for evidence of excellence in service according to the above criteria. If a committee member is nominated, selection of an alternative member will be sought. Award recipients will be notified at the last Board Meeting of the academic year.
- Nomination Process:** Nominations may originate from administrators, individual faculty, staff, parents or students. Self-nominations will not be accepted. Nominations should clearly identify and document how the nominee meets each of the criteria listed above using the "Award for Excellence in Staff Services" nomination form.
- Award:** An award will be given to the recipient of this honor. The individual's name will be placed on a plaque (location to be determined).
- Submission Deadline:** Nominations will be accepted until **Friday April 6, 2018**.

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Nominee Name: _____ Division: _____

Nominator Name: _____ Submission Date: _____

Based on the following criteria, describe with specific examples, how this nominee is a candidate for the Award for Excellence in Staff Services. You may attach additional pages, not to exceed two pages in length.

Possible Criteria	Description with Specific Examples
Strives to do job well on a daily basis	
Goes above and beyond the call of duty in a special situation	
Contributes in a significant way to the success of Bessemer School District Mission.	
Other	

Please send this form to:
 Dave Radovich-Superintendent
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