

2008 Support Employee of the Year Nomination Form

The Pattonville School District is seeking nominations for the district's Support Employee of the Year program. This recognition program is designed to honor outstanding support employees. All non-supervisory support employees are eligible. This includes nurses, secretaries, clerks, cafeteria workers, bus drivers, mechanics, custodians, print shop technicians, paraprofessionals, parent educators, and maintenance and warehouse personnel. Employees with a Performance Improvement Plan are not eligible for the award.

Key criteria for the award include commitment, human relations skills, loyalty, dedication and organizational/work skills as they relate to the overall positive educational climate of Pattonville. Please provide as many details as possible regarding your nominee.

Nominations forms will be reviewed by a selection committee, which will select the Support Employee of the Year based on the nomination forms, the nominees' response to a questionnaire and personal interviews of the finalists. The winner will be recognized at District Appreciation Night, May 5.

Please use the form on the reverse side to nominate your candidate. Nominations should be submitted by February 1, 2008 to:

Support Employee of the Year Selection Committee
Pattonville Community Relations Office
Pattonville School District
11097 St. Charles Rock Road
St. Ann, MO 63074

If you prefer to send your nomination electronically, a link for online forms is available on Pattonville's Web site, www.psd3.org. Select "Recent News and Information." Then select "Special Recognition Programs" for a link to the online form.

Previous Support Employees of the Year

Nancy Greenblatt, Kim Miller, Nancy Henley, Linda Shofner, Cindy Boddy, Charles Stanton, Sandra Hampton, Marilyn Baker, Rommel McDonald, Kay Sullivan, Teresa Jercinovic, Kristin Powell, Charles Roach and Joyce Bowdish.

Eligible:

• **All non-supervisory support staff employed by Pattonville. This includes nurses, secretaries, clerks, cafeteria workers, bus drivers, mechanics, custodians, print shop technicians, teacher assistants, parent educators and maintenance warehouse personnel and the following non-certified staff: school psychologists, early childhood occupational therapists, physical therapists, diagnosticians and speech/language pathologists**

Not Eligible:

- **Persons in a supervisory capacity**
- **Previous winners of the district title are not eligible**
- **Staff members on a Performance Improvement Plan**
- **SSD paraprofessionals are eligible for SSD program (call 314-989-8288 for more information)**
- **Persons planning on retiring or resigning at the end of the school year in which they are nominated**

Recognition of Ineligible Nominees:

Persons who are ineligible to be considered for this award will still receive recognition via the following: Their names will be included on publicity materials created and distributed announcing nominees; and they will be invited to be recognized by the Board of Education during a regular board meeting. The human resources department will contact any staff members on Performance Improvement Plans who have been nominated explaining that they are not eligible to proceed in the process.

