

The Florida School-Related Employee of the Year Program recognizes outstanding education support

Name, Nominee Last Name, Statement of the Nominating Committee." The statement of the nominating committee will be uploaded into the online application.

Continuing Education or Training Courses:

The nominee will prepare a list of continuing education or training courses providing the years in which he/she has participated within the five-

Online Application Submission

Please have the following components prepared:

- Superintendent Nomination Letter
- Statement of the Nominating Committee
- Continuing Education or Training Courses
- Commendations
- Letters of Recommendation
- [W-9 Form](#)

Once the components listed above are prepared, please access the online application at [2024 Florida School-Related Employee of the Year Application](#).

The Florida Department of Education's selection committee will consider and review only the required materials, thus additional materials shall not be submitted with the application.

Please contact the department via email at edrecognition@fldoe.org with any questions regarding the nomination process.

Applications must be received by **December 8, 2023**, in order to be considered by the selection committee. **Applications submitted after this date will not be considered.**

School-Related Employee of the Year of the Year Rating Form

Nominee Name: _____ District: _____

Please rate the nominee on the indicators listed below. The rating scale is as follows:

- 0 - shows no evidence of the indicator
- 1 - shows little evidence of the indicator
- 2 - shows adequate evidence of the indicator
- 3 - shows more than adequate evidence of the indicator
- 4 - shows exemplary evidence of the indicator

Please rate the nominee based on the application and supporting documents using the indicators listed below:

1. Cultivates safer, healthier and more attractive schools.
2. Enhances student learning and achievement.
3. Contributes to the success of the students, school and district
4. Extends himself/herself beyond basic required duties by displaying initiative and creativity.
5. Earns respect and admiration of colleagues and creates positive relationships with parents, students, coworkers and community members.
6. Demonstrates exceptional skill and dedication on the job.
7. Displays leadership abilities through active participation in school or district and community activities and/or by making decisions and delegating effectively and diplomatically.
8. Maintains and utilizes current in-service and/or training to consistently improve and develop skills.