

# **FORT ZUMWALT SCHOOL DISTRICT**

*Working Together to Build the Foundation for Tomorrow*



## ***Educator & Employee of the Year Program***

---

**2020-2021**

---

December 7, 2020

## Table of Contents

Program Objectives .....	3
Nomination Process.....	3
Building Selection Process.....	3
District Selection Process.....	4
Building Nominee Recognition.....	4
Timeline Guidelines .....	5
Glossary.....	6
Criteria for Educator and Employee of the Year .....	7
Educator of the Year Nomination Form.....	8
Employee of the Year Nomination Form.....	9



# **FORT ZUMWALT**

## **EDUCATOR AND EMPLOYEE OF THE YEAR**

### **Program Guidelines**

#### **Program Objectives**

*The Fort Zumwalt School District Educator and Employee of the Year Program honors and recognizes the efforts of all Fort Zumwalt certified and support staff. The program is designed to provide an opportunity for all certified and support staff to honor an Educator of the Year and Employee of the Year from each of our schools/buildings.*

*The Fort Zumwalt School District will select one Educator of the Year (Certified Staff) and one Employee of the Year (Support Staff) for the district. The district's Educator of the Year has the option of participating in the Missouri Teacher of the Year Program if he or she meets the requirements for that program. (Missouri State Teacher of the Year program is open to full-time teachers, pre-kindergarten through grade 12, who provide four hours or more of instructional time in a classroom.) Participation in the Missouri Teacher of the Year Program will be voluntary on the part of the Educator of the Year.*

#### **Nomination Process**

Staff members, parents and students may nominate an educator or support staff employee by completing and submitting the nomination form to the selection committee at their building.

***All certified staff members, with the exception of administrators, are eligible to be nominated as the building's Educator of the Year. This includes **core subject classroom teachers, fine arts teachers, gifted education teachers, guidance counselors, library media specialists, physical education teachers, practical arts teachers, all categories of special education teachers, educational diagnosticians, psychological examiners, Title I teachers, DESE certified behavior specialists and DESE certified speech-language pathologists.*****

***All support staff, with the exception of directors and coordinators are eligible to be selected as the building's Employee of the Year. This includes **custodians, secretaries, clerks, crossing guards, paraprofessionals, student nutrition personnel, bus drivers and monitors, lot attendants, maintenance employees, mechanics, nurses, parent educators, occupational and physical therapists, security guards, non-certified behavior specialists, speech to text captionists, ISS supervisors, crisis counselors, social workers, school based therapists, and non-certified speech-language pathologists.*****

#### **Building Selection Process**

*Each building may select one Educator of the Year and one Employee of the Year to represent their building. The Building Selection Committee will make its selection in the following manner:*

- ✓ *The selection committee will consider nominees and base its recommendations on the criteria provided by the district.*

- ✓ *The selection committee will decide upon its procedure for the building selection. This could include a committee decision based on the criteria or a building vote based on the criteria.*

***Since the Educator and Employee of the Year are representatives for the upcoming school year and will participate in activities held during 2021-2022 school year, educators and employees who are known to be retiring or resigning at the end of the current school year should not be considered for nomination.***

*Upon selection of the individual, the Building Selection Committees will provide a Nominee Questionnaire to the nominee. The responses from the nominee and the original nomination form(s) should be emailed to the personnel department ([hstpierre@fz.k12.mo.us](mailto:hstpierre@fz.k12.mo.us)) no later than February 12, 2021.*

### **District Selection Process**

*The District Selection Committees for Educator & Employee of the Year will review the Nominee Questionnaires and nomination forms from all buildings. After careful deliberation, a selected number of educator and employee nominees may be interviewed by the District Selection Committees. Nominees selected for an interview will be contacted no later than March 31, 2021.*

*The District Selection Committee for Educator of the Year will include:*

- ✓ *Past Fort Zumwalt Educators of the Year*
- ✓ *Administrators from all levels*
- ✓ *School Board member(s)*
- ✓ *Assistant Superintendent (chair)*

*The District Selection Committee for Employee of the Year will include:*

- ✓ *Support Staff Committee representatives*
- ✓ *School Board Member(s)*
- ✓ *Past Fort Zumwalt Employees of the Year*
- ✓ *Director of Support Personnel (chair)*

### **Building Nominee Recognition**

*All Educator and Employee of the Year nominees in each building will be recognized and honored at the building level. All building nominees (one educator and one employee from each building) will be recognized in district publications and in a video produced by the district. They will also be honored at the District's Staff Appreciation Dinner (or alternate celebration) in May. The Fort Zumwalt Educator and Employee of the Year will be recognized in their building by the Superintendent and/or his/her designee at a staff meeting.*

**Fort Zumwalt School District  
EDUCATOR AND EMPLOYEE  
OF THE YEAR  
2020-2021 Timeline**

<b>EVENT</b>	<b>DATES</b>	<b>LOCATION</b>
Educator / Employee of the Year packets to buildings	December	from District Office
Building Selection Committees Established & begin nomination process	December	Each building
Nominations made to Building Selection Committees	<b><u>Due: December 14</u></b>	Each building
<b>Educator &amp; Employee of the Year selected for each building</b>	<b>January 29</b>	Each building
<b>Nomination Form/Statement and Nominee Questionnaires sent to the Personnel Department</b>	<b>Due: February 12</b>	Each building please email completed document and nomination form to <a href="mailto:hstpierre@fz.k12.mo.us">hstpierre@fz.k12.mo.us</a>
District Selection Committees meet to review Nominees and conduct interviews	February/March	District Office
District Selection Committees announce Fort Zumwalt Educator and Employee of the Year	March/April	Letters to all nominees and visit to faculty meetings for FZ Educator and Employee of the Year
Staff Appreciation Event	May 2021	To Be Announced

# **FORT ZUMWALT SCHOOL DISTRICT**

## **Working Together to Build the Foundation for Tomorrow**

### **Glossary**

#### **Building Educator of the Year:**

One educator selected per building to represent that building and be considered for the District Educator of the Year. This includes core subject classroom teachers, fine arts teachers, gifted education teachers, guidance counselors, library media specialists, physical education teachers, practical arts teachers, all categories of special education teachers, educational diagnosticians, psychological examiners, behavior specialists, Title I teachers and SLP's.

#### **Building Employee of the Year:**

One support staff employee selected per building to represent that building and be considered for the District Employee of the Year. This includes custodians, secretaries, clerks, crossing guards, paraprofessionals, student nutrition personnel, bus drivers and monitors, lot attendants, maintenance employees, mechanics, nurses, parent educators, occupational and physical therapists, security guards, non-DESE certified behavior specialists, speech to text captionists, ISS supervisors, social workers and crisis counselors.

#### **District Educator of the Year:**

A current educator in the Fort Zumwalt School District who is chosen by the District Selection Committee as the top choice among the building nominees. This person has distinguished himself/herself from other professionals in similar positions, is an effective, caring professional educator, has a positive and significant impact on students, displays leadership abilities, actively participates in and contributes to school and/or district activities and has effective communication and interpersonal skills.

#### **District Employee of the Year:**

A current support staff employee who is chosen by the District Selection Committee as the top choice among the building nominees. This person has distinguished himself/herself from others in similar positions, has good attendance, good work ethic and commitment to excellence, is a positive role model to students and other staff, displays effective job skills and work performance and demonstrates loyalty and integrity.

### **Criteria for Educator of the Year**

- ✓ *Has distinguished himself/herself from other professionals in similar positions*
- ✓ *Is an effective, caring professional educator*
- ✓ *Has a positive and significant impact on students*
- ✓ *Displays leadership abilities*
- ✓ *Actively participates in and contributes to school and/or district activities*
- ✓ *Has effective communication and interpersonal skills*

### **Criteria for Employee of the Year**

- ✓ *Has distinguished himself/herself from others in similar positions*
- ✓ *Has good attendance*
- ✓ *Has good work ethic and commitment to excellence*
- ✓ *Is a positive role model for students and other staff*
- ✓ *Displays effective job skills and work performance*
- ✓ *Demonstrates loyalty and integrity*

# **Fort Zumwalt School District EDUCATOR OF THE YEAR NOMINATION FORM**

Name of Nominee: \_\_\_\_\_

Building: \_\_\_\_\_

Position: \_\_\_\_\_

- ✓ *Has distinguished himself/herself from other professionals in similar positions.*
- ✓ *Is an effective, caring professional educator*
- ✓ *Has a positive and significant impact on students*
- ✓ *Displays leadership abilities*
- ✓ *Actively participates in and contributes to school and/or district activities*
- ✓ *Has effective communication and interpersonal skills*

***Please attach or electronically submit a detailed statement about why you believe this employee should be our building's Employee of the Year to Julie Leacox at: [jleacox@fz.k12.mo.us](mailto:jleacox@fz.k12.mo.us) . Include examples that address the criteria stated above***

Name of person(s) making nomination: \_\_\_\_\_

Date submitted: \_\_\_\_\_

**Nomination form must be submitted to the Building Selection Committee by December 14, 2020. Please note: if this candidate is selected as our building's Educator of the Year, this form and your statement will be forwarded to the district selection committee. To submit, please email to [jleacox@fz.k12.mo.us](mailto:jleacox@fz.k12.mo.us)**



# **Fort Zumwalt School District EMPLOYEE OF THE YEAR NOMINATION FORM**

Name of Nominee: \_\_\_\_\_

Building: \_\_\_\_\_

Position: \_\_\_\_\_

- ✓ *Has distinguished himself/herself from others in similar positions*
- ✓ *Has good attendance*
- ✓ *Has good work ethic and commitment to excellence*
- ✓ *Is a positive role model for students and other staff*
- ✓ *Displays effective job skills and work performance*
- ✓ *Demonstrates loyalty and integrity*

***Please attach or electronically submit a detailed statement about why you believe this employee should be our building's Employee of the Year to Julie Leacox at: [jleacox@fz.k12.mo.us](mailto:jleacox@fz.k12.mo.us) . Include examples that address the criteria stated above.***

Name of person(s) making nomination: \_\_\_\_\_

Date submitted: \_\_\_\_\_

**Nomination form must be submitted to the Building Selection Committee by December 14, 2020.** Please note: if this candidate is selected as our building's Employee of the Year, this form and your statement will be forwarded to the district selection committee. To submit, please email to [jleacox@fz.k12.mo.us](mailto:jleacox@fz.k12.mo.us)