***CLASSIFIED SUPPORT STAFF OF THE YEAR 2023***

The *Classified Support Staff of the Year* Program provides well-deserved recognition to school support staff by recognizing their contributions in fulfilling the mission and vision of Bedford County Public Schools.

# ELIGIBILITY CRITERIA

* **Full-time, hourly, classified school support persons**, with the allowance of part-time for bus drivers and cafeteria workers, in Bedford County Public Schools are eligible for nomination.
* All eligible personnel shall be considered at their home school or assignment for employment from the following positions:
  + Bus drivers
  + Clerical staff
  + Custodians
  + IT Technicians
  + Level 1 Intervention Designee Specialists
  + Paraprofessionals
  + Nutrition staff

There shall be one Classified Support Staff of the Year selected from Central Office staff. Central Office, hourly, classified support staff from clerical, maintenance and custodians, nutrition, and transportation departments will be eligible.

**Each school is to share your social media post with Melissa Sexton by Friday, March 10, 2023,** to [msexton@bedford.k12.va.us](mailto:msexton@bedford.k12.va.us) (include a blurb of info for BCPS social media containing how the support staff of the year is an employee, with colleagues, with students, how is an asset, how many years been with your school/BCPS, etc.).

**SELECTION CRITERIA**

Any employee of Bedford County Public Schools may submit a nomination: A nominee should:

1. Demonstrate exceptional skills and dedication.
2. Be admired and respected by colleagues and stakeholders (students, parents, community).
3. Possess good interpersonal skills and relationships.
4. Demonstrate exceptional performance, competence, and leadership beyond the normal requirements.
5. Demonstrate superior ability to accomplish the assigned tasks or duties.
6. Demonstrate innovation and superior ability to solve problems.
7. Maintain an exemplary record of attendance and punctuality.
8. Contribute to the total school program by displaying initiative, creativity, and collaboration.

# TIMELINE

|  |  |
| --- | --- |
| January 9, 2023 | Nomination packet posted on Bedford County Public Schools Website/Distributed to staff |
| February 10, 2023 | Nominations due to the Principal/Supervisor |
| March 10, 2023 | Classified Support Staff of the Year information deadline to Ryan Edwards and social media post share to Melissa Sexton. |

# SELECTION PROCESS

Beginning on January 9, 2023, candidates will be nominated by colleagues at their designated area of employment. A nominee will then be selected by a committee to be determined by the principal or supervisor to represent their school as Classified Support Staff of the Year.

# *BEDFORD COUNTY PUBLIC SCHOOLS*

# *CLASSIFIED SUPPORT STAFF OF THE YEAR*

**NOMINATION FORM FOR 2023**

Complete the form and submit it to your principal/supervisor by February 10, 2023. Information can be typed or neatly handwritten. An additional page may be used if space is needed.

Your name:

Your Job Title:

Name of Nominee:

Job Title of Nominee:

School/Work Site:

Name of Principal/Supervisor:

Reasons for nominating: In the space below, cite the reasons for the nomination. Please pinpoint the abilities, techniques, and personal qualities that make this nominee an outstanding candidate.



**Bedford County Public Schools**

School Administration Office

310 South Bridge Street

Bedford, VA.  24523

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

Congratulations! You are the 2023 Classified Support Staff of the Year for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (school). You are being recognized for your excellence, dedication, and commitment to students. It is an honor to have been nominated by your colleagues. You are important to the continued growth of our division, school, and students. We value the impact that you make in the lives of our students.

In order to promote YOU on social media, we are requesting information and a picture. The following page has the details and deadline for this request.

Thank you again for your dedication to Bedford County Public Schools!



Ryan Edwards

Public Relations Coordinator

Please contact me if you have any questions regarding the information you need to provide.

[redwards@bedford.k12.va.us](about:blank)

# REQUIRED INFORMATION

# CLASSIFIED SUPPORT STAFF OF THE YEAR

Information is to be completed by the Education Support Staff of the Year. Employee or Supervisor must email to [redwards@bedford.k12.va.us](mailto:redwards@bedford.k12.va.us) by March 10th. The email should have two attachments. The email should state SOY, school, and Employee’s name. (example: SOY\_SBO\_Ryan Edwards)

|  |  |
| --- | --- |
| Attachment #1 Information Sheet | Personal and Job Information |
| Attachment #2  Picture | Snapshot picture, shoulder or above, of the individual only. The picture needs to be clear, high resolution, and sent in a JPEG format or in Google. |

# BEDFORD COUNTY PUBLIC SCHOOLS CLASSIFIED SUPPORT STAFF OF THE YEAR

**Information Sheet**

Name:

Home Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City State Zip Code

Name of School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Principal/Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of Years at Present Work Site: Total Years of Experience: \_\_\_\_\_\_

Job History with Bedford County Public Schools with the number of years for each job:

Brief Description of current job responsibilities:

What do you like most about working with students and staff?

Any additional facts, hobbies, and/or awards that you would like for us to know about?