CLASSIFIED SCHOOL EMPLOYEES OF THE YEAR (CSEY)
PROGRAM FOR 2015

Program Overview

You are invited to participate in the Classified School Employee of the Year (CSEY) Program for 2015. This program highlights contributions of classified school employees to support the education of California’s public school students in preschool through grade twelve.

The overall purpose of the CSEY Program is to pay tribute to the tireless efforts of our county’s outstanding classified school employees. Classified employees are vital staff members who play key roles in creating a school environment that promotes student achievement, safety, and health.

Program Goals

• Identify and honor exemplary classified school employees throughout California within a structure of local, regional, and statewide recognition activities.

• Select six (6) 2015 Classified School Employee of the Year awardees in Sonoma County.

• Focus public attention on the positive contributions of California’s classified school employees.

Eligibility

Nominee Categories

One award winner will be chosen from each of the following classified staff categories by a committee composed of school district administrators and CSEA leadership, and forwarded to the California Department of Education for statewide considerations. See Nominee Recommendation Examples on page 3-4.

• **Child Nutrition**
  The work of this candidate must be directly related to food handling and/or preparation.
  
  *Examples: cook, cafeteria worker, etc.*

• **Maintenance, Operations, and Facilities**
  The work of this candidate must be directly related to maintenance services or operations services.
  
  *Examples: technology support, custodian, electrician, carpenter, groundskeeper, mechanic, etc.*

• **Office and Technical**
  The work of this candidate must be directly related to clerical, secretarial, or technological duties.
  
  *Examples: accountant, network engineer, programmer, secretary, attendance clerk, etc.*
Para-Educator and Instructional Assistance
The work of this candidate must provide direct instructional services to students.
Examples: classroom assistant, instructional aide, library assistant, etc.

Support Services and Security
The work of this candidate must be directly related to security of students and/or property or work, which has duties that are not covered under any of the other categories.
Examples: campus security monitor, health aide, community outreach assistant, etc.

Transportation
The work of this candidate must be directly related to student transportation.
Examples: bus driver, dispatcher, mechanic, etc.

Minimum Qualifications

• Current classified employee of a California public school (preschool through grade twelve), including charter schools, school districts, and county offices of education

• Rank and file employee, not in a management or supervisory position

• Minimum of five (5) years of service in nomination category, with no minimum full-time equivalent

Application Process

Complete an Application Packet for each candidate you are nominating, which consists of:

• Nominee Information form - complete one (1) form for each candidate you are nominating, making sure you select the appropriate “nominee category”.

• Nominee Recommendation form(s) – complete up to three (3) forms per candidate (limited to three (3) pages each). At least one (1) recommendation form should be submitted by a supervisor.

All parts of the candidate nomination recommendation must adhere to the following formatting standards:

• Typewritten
• 12 point Arial font
• Margins of at least ¾” on right, left, top, and bottom
• Printed on standard weight, 8 ½” by 11” white paper

Nominee Information and Nominee Recommendation forms are included in this packet of information, but may also be accessed from the SCOE website, http://www.scoe.org/pub/htdocs/news-archive.html?news_id=542.

Please complete the information and recommendation forms electronically and submit to Jeff Heller, Assistant Superintendent of Human Resources, via email at jheller@scoe.org. Please note that you will need to scan the Nominee Information form with the employee’s signature in order to email the complete packet. You may contact Jeff at 707-524-2729 if you need additional information or assistance.

Deadline

Application Packets are due to Jeff Heller by February 20, 2015.

An event will be held on Tuesday, April 7, 2015, to honor the Sonoma County winners; the State CSEY award winners will be honored during Classified School Employee Week, May 18-22, 2015.
NOMINEE RECOMMENDATION EXAMPLES

Child Nutrition Category

Work Performance
- Plan, store, cook, and/or serve food for a large kitchen operation
- Use and maintain kitchen equipment and implement safety elements
- Maintain accurate records and prepare required reports
- Coordinate the daily set-up and day-end activities of the kitchen, cafeteria, and/or warehouse

School Community Involvement
- Communicate nutrition information and guidelines to staff, students, and/or parents
- Establish and maintain effective working relationships with a diverse group of staff, students, and/or parents
- Motivate staff and/or students to develop and maintain healthy eating habits
- Confer with administration and vendors regarding daily and weekly foods and supplies

Leadership and Commitment
- Participate fully in the activities of the kitchen, cafeteria, and/or warehouse
- Maintain a neat, safe, and sanitary site
- Plan and organize a large kitchen operation
- Plan and prioritize work schedules and meet deadlines

Maintenance, Operations, and Facilities Category

Work Performance
- Determine and use a variety of methods, materials, tools, and equipment needed to complete the assignment
- Perform maintenance and repair on buildings, equipment, vehicles, grounds, and/or computer networks
- Estimate the scope of the work and secure the necessary materials and personnel to complete the job
- Understand and implement safe working methods and procedures

School Community Involvement
- Communicate effectively in both oral and written forms
- Establish and maintain effective work relationships with others in the performance of required duties
- Confer with staff regarding the job requirements

Leadership and Commitment
- Engage fully in work assignments
- Perform other duties beyond what is required
- Respond to emergency situations in a timely manner
- Maintain accurate work orders and reports

Office and Technical Category

Work Performance
- Employ a variety of principles, methods, techniques, and strategies of clerical and office organization
- Review, process, and verify various forms, reports, records, and other data
- Perform duties related to the maintenance and support of computers or networks
- Perform a variety of clerical and/or technical operations, procedures, and functions including data and word processing, recording of data, and compiling information for reports and summaries

School Community Involvement
- Respond to requests for information for a specialized or confidential nature requiring the use of discretion and judgment in explaining regulations and procedures
- Provide information and assistance to site personnel or the public in a variety of matters requiring a detailed knowledge of rules, procedures, policies, and activities
- Manage office routines and serve as a receptionist to staff and the general public
- Work cooperatively with staff in assisting and resolving office and technical problems

Leadership and Commitment
- Analyze situations and take appropriate action in a variety of matters without immediate or direct supervision
- Establish and maintain cooperative work relationships with racially and ethnically diverse staff, students, and community members
- Apply policies, regulations, and operational procedures
- Meet schedules and timelines
Para-Educator and Instructional Assistance

Work Performance
Under the Direction of the Teacher:
• Assist in learning activity reinforcement and follow up with groups and/or individual students
• Prepare and use appropriate instructional materials and techniques to meet student needs
• Maintain student records and files

School Community Involvement
• Establish and maintain cooperative working relationships with students and adults
• Maintain the confidentiality of student, teacher, and site records and information
• Assist with preparation and presentation of learning materials
• Use appropriate language, spelling, and grammar in speaking and writing

Leadership and Commitment
• Understand and demonstrate a receptive attitude toward students with a variety of needs and backgrounds
• Know and implement basic concepts of student growth and development
• Attend trainings as appropriate
• Provide guidance, assistance, and encouragement to students in a variety of learning situations

Support Services and Security

Work Performance
• Know and utilize a variety of procedures, techniques, and strategies to develop and maintain student support
• Enlist and encourage parent and community involvement in the students' education and social development
• Perform follow-up activities in resolving student attendance, discipline issues, welfare, and other student related concerns
• Assist parents, guardians, and other community members in becoming aware of services available to them

School Community Involvement
• Serve as a communication link between the site and members of the community
• Communicate policies, regulations, and program goals and objectives to site, staff, parents, and the community
• Establish and maintain effective and cooperative parental and community relationships
• Relate effectively to diverse staff, students, and community

Leadership and Commitment
• Provide access to and encourage students to participate in a variety of supportive services to optimize their academic achievement and social success
• Plan and implement activities to reduce tobacco, drug, and alcohol abuse; attendance problems; and/or school discipline incidents
• Use effective procedures and strategies in dealing with sensitive site and community concerns, issues, and problems

Transportation

Work Performance
• Know and utilize safe driving and/or maintenance practices and techniques
• Recognize malfunctions in equipment and vehicles
• Inspect and maintain vehicles to ensure safe and clean operating conditions

School Community Involvement
• Understand and carry out oral and written instructions
• Resolve bus and/or mechanical issues in a timely manner
• Establish and maintain effective working relationships with those contacted in the scope of work

Leadership and Commitment
• Attend scheduled safety meetings and programs
• Maintain records related to inspections, maintenance, and other assigned duties
• Adhere to policies and procedures concerning transportation problems and issues
• Know and implement related California vehicle codes and the Highway Patrol Handbook