



Support Staff of the Year Nomination Criteria and Process

Nominees should possess the following qualities:

- Demonstrates outstanding commitment to the division's mission of [Every Student Succeeds](#)
- Fosters cooperative and collaborative relationships with colleagues and the community
- Contributes to ACPS in an exceptional way
- Takes initiative to address issues, solve problems or make improvements
- Seeks opportunities to learn and grow
- Exemplifies high achievement in their work

And meet the following criteria:

- Is a full-time ACPS employee
- Has been with ACPS for more than three years
- Has good to above average evaluation (proficient or exemplary)
- Is NOT on an Plan of Improvement
- Is recommended for continued employment
- Plans to continue employment with ACPS next school year

Nomination Process

1. Complete the [nomination form](#). The nomination form can be completed by ACPS employee, parent, student or community member.
2. Collect at least three letters of support, one of which must be from the candidate's supervisor. The statements of support should describe and give examples of how the employee demonstrates the characteristics listed above.
3. Submit all documents to the school principal or building administrator.

Nomination Deadline

All submissions must be received by the Office of Communications by **10:00 a.m. on Tuesday, January 22, 2019**. Late nominations will not be considered.

One candidate will be selected as a finalist from each school or ACPS site. An overall winner will be selected from among the finalists.