

ADMINISTRATIVE REGULATION

APPROVED: May 13, 2014

REVISED:

CENTENNIAL SCHOOL DISTRICT

353-AR-0. OUTSTANDING ACHIEVEMENT AWARDS

Selection Criteria

1. Nominees shall have a minimum of five (5) years of service as a permanent full-time or part time employee in the District.
2. Nominations shall be completed in the following manner:
 - a. The name of the nominee shall be listed on the first page of the nomination packet only. A minimum of ten (10) District employees, including the nominee's supervisor, shall sign the nomination petition to demonstrate support. The supervisor shall check that the employee is listed in good standing as verified by the human resources director before signing. Good standing shall be defined as having complied with all his or her obligations and has conducted themselves and/or activities by following all of the policies and procedures of the district.
 - b. The nominee shall not be involved in the nomination process as it is kept confidential.
 - c. The completed nomination petition, sealed and labeled Outstanding Achievement Nomination, shall be submitted to the human resources office by the end of business on the date advertised.
 - d. Recipients may not be re-nominated for a period of ten (10) years.
 - e. Nomination rubrics and process will be reviewed annually by administration and each January by selection committee. If changes to the rubric are recommended by the selection committee, recommended changes will be brought to the Superintendent for approval.
 - f. Each nomination includes a nomination narrative. The following points shall be included in the nomination:
 - i. Description of the person's work in Centennial School District, including the length of employment and time in his/her current position.
 - ii. Two examples of how this nominee has performed at a level above what would be the norm for the position.
 - iii. Two examples of how this nominee has brought positive recognition to the District and/or inspired others to be exceptional in their work in the District.
 - iv. Any other comments that help identify what makes this person outstanding in his/her role.
 - v. The recommended length is 1-2 pages double spaced. The nominee's name shall not be mentioned in the narrative. If any employee needs

guidance or assistance in writing the narrative, the human resources director should be contacted and is happy to assist.

3. Selection Process:

- a. Announcement of the nomination window shall be communicated to all Centennial School District staff via email by supervisors and administrators at the beginning of March.
- b. The window for submissions shall be three weeks.
- c. A panel shall be appointed in December and shall be convened annually and will include representatives in the positions designated by the policy. A selection committee shall be convened in March.
- d. The narratives shall be reviewed prior to the panel convening and scored using the attached rubric.
 - i. The narrative shall not be reviewed based on writing ability or conventions. It shall be reviewed based on the merit of the description of the candidate.
- e. Finalists shall be selected at the panel review after a discussion of the rubric scoring and ranking in each category of the narratives.
- f. Finalists will be honored by the Board of School Directors in May. The recognition plaque will be updated annually by July 1.

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353-AR-1. OUTSTANDING ACHIEVEMENT AWARD PETITION

Nomination

The undersigned submit the name of _____ to the Outstanding Achievement Award Committee for consideration as recipient of the Outstanding Achievement Award.

Signatures of Nominators - at least ten (10)*

1 _____	6 _____
2 _____	7 _____
3 _____	8 _____
4 _____	9 _____
5 _____	10 _____

*One (1) of the ten (10) signatures must be the employee's supervisor.

Date: _____

Name of person above who will be contact person if necessary:

Submit to the Cabinet level designee in a sealed envelope labeled "Outstanding Achievement" on or before _____.

NOMINATION NARRATIVE

Indicate all factors that should be considered in this nomination. Please do not identify your nominee by name.

- **How long has the nominee been with Centennial School District?**
- **How long has the nominee been in his/her current position?**
- **Give two (2) examples of how this nominee has brought positive recognition to the District and/or has performed at a level above what is considered the norm.**

CENTENNIAL SCHOOL DISTRICT

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353-AR-2. OUTSTANDING ACHIEVEMENT AWARDS NOMINATION RUBRIC

Rubric for Outstanding Achievement Awards

Application # _____

Category: Support Staff Teacher Administration

Verification of Eligibility:

This person has a minimum of 5 years of service:	Yes	No
This person is an employee in the District:	Yes	No
The application is complete and verified by Human Resources:	Yes	No
The person has not received this award within the last ten (10) years:	Yes	No

Narrative: Please rate each aspect from 1-4

- 1- Weak
- 2- Average
- 3- Strong
- 4- Exemplary

_____ Examples of how the employee performs above the norm in his/her respective position

_____ Examples of how the nominee has brought positive recognition to the District

_____ How the employee inspires others to be exceptional in their work in the District

_____ Other comments about how the person is outstanding in his/her role

_____ Total Score|

(Reminder: Narrative is reviewed based on the merit of the description, not on writing ability or conventions)

Other points about the application to consider in making determination: