

Butte County Office of Education
2018-2019 Annual Awards
Award Criteria and Nomination Form
Mary Sakuma, Superintendent



To honor and recognize employees for their superior service and dedication to Butte County Office of Education.

Listed below are the five categories for which BCOE employees may be nominated. Each category includes the criteria on which the nominees will be scored based on the written description provided. Any person can make a nomination in any one of the categories. There is also no limit to the number of nominations submitted.

Recipients of these awards will be selected by the Nominating Committee.

SUPPORT EMPLOYEE OF THE YEAR- Given to an employee who has made significant contributions to student learning, schools, parents, and community and who consistently goes above and beyond the call of duty.

(Example of eligible positions: College Tutor, Maintenance Worker, Student Activities Assistant, Clerical Support, Paraprofessional etc.)

- ❖ Recipient consistently provides exceptional, accurate, and professional work.
 - ❖ Recipient demonstrates resourcefulness in improving practices and/or procedures.
 - ❖ Recipient proactively notices needs and takes the initiative to meet those needs.
 - ❖ Recipient supports other team members and/or contributes to the overall success of the department or program.
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TEACHER OF THE YEAR- Given to an employee who has made significant contributions to student learning, schools, parents, and community and who consistently goes above and beyond the normal expectations of a teacher.

- ❖ Recipient demonstrates exemplary skills, dedication and knowledge in their field.
 - ❖ Recipient is well respected by students, parents, colleagues and BCOE leadership.
 - ❖ Recipient is poised and articulate and possess the energy to withstand a busy schedule.
 - ❖ Recipient demonstrates passion and leadership through active roles in the school and community.
 - ❖ Recipient engages in collaboration with colleagues to initiate innovative approaches.
 - ❖ Recipient inspires students of all backgrounds and abilities to learn.
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MANAGER OF THE YEAR- Given to an employee who has made significant contributions to BCOE employees, students, and programs and who consistently goes above and beyond the normal expectations of a manager.

- ❖ Demonstrates leadership of a positive team environment.
 - ❖ Displays characteristics of integrity, competent work ethic, and has gained the respect and confidence of his/her peers.
 - ❖ Participates regularly in professional development opportunities and supports the growth of others aspiring to succeed.
 - ❖ Engages in collaboration with colleagues to initiate innovative approaches.
 - ❖ Has made contributions to the success of BCOE.
 - ❖ Practices effective communication that includes active listening.
 - ❖ Interacts and participates in BCOE events and functions.
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LEADERSHIP AWARD- Given to an employee who models, exemplifies, and promotes outstanding leadership qualities and behaviors.

- ❖ Motivates others to excel.
 - ❖ Demonstrates significant organizational commitment.
 - ❖ Leads by example in contributing to the team's or division's productivity and outcomes.
 - ❖ Takes initiative to make things better.
 - ❖ Shares resources and collaborates with others to help the team succeed.
 - ❖ Demonstrates professionalism and ethical behaviors.
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Questions? Call Ann Bates at 532-5761. DEADLINE FOR SUBMISSION: 4:30 P.M. Friday, July 12, 2019

EXTRA MILE AWARD- Given to an employee who consistently provides extra effort and uses positive behaviors to make their division/department a better place.

- ❖ Recognizes needs and consistently volunteers to contribute extra help whenever and wherever needed.
 - ❖ Consistently shows support to colleagues.
 - ❖ Encourages teamwork and unity.
 - ❖ Consistently uses positive behaviors while helping make the division or department a better place.
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My nomination is for the following category:

_____ Support Employee of the Year _____ Leadership Award
_____ Teacher of the Year _____ Extra Mile Award
_____ Manager of the Year

Name of Nominee: _____

Current Position of Nominee: _____

Years with BCOE: _____

Nominee's Current Department: _____

Nominee's Work Phone: _____

Nominee's E-mail: _____

STEPS TO COMPLETE THIS NOMINATION:

1. Using the space provided on Page 3, describe your nominee and how he/she meets the award criteria (ONE PAGE ONLY) and submit via one of the methods below (late submissions will not be accepted).
2. You may submit this form and one-page statement in paper format to:
 Fax: 530-532-5762
 Mail: Butte County Office of Education/Superintendent's Office/Attn: Ann Bates
 1859 Bird Street
 Oroville, CA 95965
 E-mail: abates@bcoe.org (preferred method)

Name and Title of Nominator: _____

Work Phone Number: _____

School/Department/Location: _____

E-mail: _____

Use the space below to describe the employee you are nominating for an annual award. Please explain how your nominee meets the criteria listed in the award category of your nomination. Your response will be scored by the recognition committee and will be based on the amount of evidence provided to support your nomination. Please limit your response to ONE PAGE ONLY. (NOTE: depending on our Adobe software program, you may not be able to save your data to your computer.)