

**2023 Support Employee of the Year**

Nominations are being accepted now through **Feb. 3, 2023** for Kent County Public Schools Support Employee of the Year. **Please complete the nomination form and send it to the Human Resources Office of Kent County Public Schools, 5608 Boundary Ave., Rock Hall, MD 21661.** Questions? Call Dan Hushion, supervisor of human resources, at 410-778-7135 or Mirelle Kraus, human resources secretary, at 410-778-7140.

**Selection Process**

Colleagues, students, parents, administrators, community leaders and others are encouraged to submit the name of a quality educator or support person. Support Employee of the Year nominations should be directed to the principal of each school. **The name of the teacher and support employee selected from each school/building will be submitted to the supervisor of human resources, chairperson of the annual awards process, by Feb. 3, 2023.** The countywide awards committee comprises the current Teacher of the Year, the current Support Employee of the Year, a parent, the supervisor of human resources and two community members. The committee interviews the nominees before making the final selection. The winner will be announced at the annual Kent County Public Schools Awards Celebration this spring**.**

**Eligibility**

Nominees must be full-time employees who have worked in Kent County Public Schools for a minimum of 2 years. Any previous winners must wait a minimum of 2 years (2021) before they can be nominated again.

Please tell the school principal/building supervisor why you feel your nominee is a model staff member. Use specific examples of their impact on students, teachers, staff members and the community.

**Support Employee of the Year** NOMINATION FORM

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Please return this completed form along with the required supporting documentation on the next page to the Human Resources Office by **4:30 p.m. Feb. 23, 2023**.

NOMINEE INFORMATION

 FIRST NAME MIDDLE INITIAL LAST NAME

 NAME OF HOME SCHOOL GRADE/SUBJECT AREA

**PRINCIPAL/ADMINISTRATOR SIGNATURE**

**CANDIDATE’S SIGNATURE**

*I have been contacted by the nominator. I agree to accept this nomination and will participate in all required events.*

**Support Employee of the Year** NOMINATION FORM

NOMINATOR INFORMATION

 FIRST NAME MIDDLE INITIAL LAST NAME

 SCHOOL/HOME ADDRESS CITY, STATE ZIP

RELATIONSHIP WITH NOMINEE:

 Parent of Student Student Colleague

 Principal or Administrator Community Member Other

***I submit this nomination in the belief that the nominee is a worthy and outstanding model of the teaching experience.***

NOMINATOR’S SIGNATURE Date

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**1. How does this support employee support the mission of Kent County Public Schools?**

**2. Explain why you nominated this support employee.**

**3. Please give specific examples of what makes this person an excellent support employee.**