



## District 300 Foundation Distinguished Employee of the Year Award 2017/2018

### Purpose of the Award

The District 300 Foundation for Educational Excellence seeks to enhance and extend learning opportunities for all District 300 students. A child's District 300 learning experience can be enhanced by the exceptional efforts of employees whose job description does not meet the criteria of the Distinguished Educator Award program. By annually honoring an employee who works within District 300 and who best meets the criteria of this award, it is hoped that such excellence will serve as an inspirational example.

### Nomination Process

Each school in District 300 is encouraged to annually establish a nominating committee of no less than three staff members to determine whether a nomination should be submitted. The school nominating committee will complete and submit the application by **January 26, 2018**. Applications are available on our website and are to be electronically submitted to Patricia.Ehmann@D300.org by the required date. Questions regarding the process should be directed to Pat Ehmann, Foundation Assistant, at: [patricia.ehmann@d300.org](mailto:patricia.ehmann@d300.org) Late submissions will not be accepted

### Nominee Qualifications

- The nominee must have at least 3 years of service with District 300 at the time the nomination is made, and be at least 3 years from anticipated retirement.
- The nominee should display professional excellence, innovativeness, dedication, and/or any other quality that contributes toward an enhanced/enriched District 300 student learning experience.
- The nominee should demonstrate through daily practice, an understanding of the needs of learners in his/her area of job responsibility.
- By example, the nominee should inspire colleagues to work towards the same level of high performance and a willingness to share his/her expertise.
- Employee nominees include the following:
  - Para educators, custodians, food service workers, security officers, nurses, bus drivers, media paras, registrars, attendance clerks, family liaisons, school resource officers, bookkeepers, secretaries/assistants, family school liaisons, buildings/grounds, central office staff and technology.

### Selection Process

The Selection Committee will consist of at least one member of the Board of Trustees of the District 300 Foundation for Educational Excellence and three volunteers.

### Presentation

All Nominees will be honored at the annual awards banquet in April. The Foundation will then announce who has been selected as the 2018 D300 Foundation for Educational Excellence Distinguished Employee of the Year.