



## District 300 Foundation Distinguished School Employee of the Year Award 2016/2017

### 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 District 300 employees whose job description does not meet the criteria of the Distinguished Educator Award program. By annually honoring a District 300 employee who best meets the criteria of this award, it is hoped that such excellence will serve as an inspirational example.

### Award Criteria

- The nominee must be a District 300 employee assigned to one or more of the District's schools in a position that is not applicable to the Distinguished Educator Award.
- The nominee must have at least 3 years of District 300 service 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.
- By example, the nominee should inspire colleagues to work towards the same level of high performance.
- The nominee should display a willingness to share her/his expertise that leads colleagues down the path toward exemplary performance.
- The nominee should demonstrate through daily practice, an understanding of the needs of learners in his/her area of job responsibility.

## 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. Should it be decided that a nomination is to be submitted; the school nominating committee will complete and submit the application by the required date. Questions regarding the process should be directed to Nancy Blackman, Foundation Committee Member, at: [blackman.nancy@yahoo.com](mailto:blackman.nancy@yahoo.com)

## Deadline for Nominations

Nomination applications are available on our website and are to be electronically submitted to [Patricia.Ehmann@D300.org](mailto:Patricia.Ehmann@D300.org). Applications are due by **February 10, 2017**. Late submissions will not be accepted.

## Selection Process

The Selection Committee will consist of District 300 Foundation Trustees. The nominees for this award will be listed on our website [www.d300foundation.org](http://www.d300foundation.org) prior to the annual Foundation Awards Banquet in April.

## Presentation

All Nominees will be honored at the annual awards banquet in April. The Foundation will then announce who has been selected as the 2017 D300 Foundation for Educational Excellence Distinguished School Employee of the Year.