## CATOOSA COUNTY PUBLIC SCHOOLS SHINING STAR PROGRAM

**Purpose**: To recognize employees who provide exemplary performance in their duties to support the school system's strategic goals and who "go the extra mile" for students and colleagues.

## Process:

- Who may be nominated? Every employee is eligible for nomination. Each month is designated for a certain employee classification.
- Who may nominate? Employee or employee organizations, volunteers, parents, students or members of the community may nominate an individual for the award.
- How to nominate? Nomination forms will be available on the website, from the county office and
  in each school office. Nominations should be submitted to the district's Communications
  Department between the open and closing dates for nomination.
- <u>Criteria for nominations</u> (include but not limited to): high job performance; personal impact within the immediate job surroundings; personal impact on the district; positive personal relationships with other staff members, students, parents or the public; self-improvement; involvement with community activities that bring distinction to the employee and/or the district. The monthly classification being recognized will be published in the District Connection and on the website.

**Selection:** Nominations will be reviewed by an independent committee. The winner will be announced the end of the month, published in the newsletter, and recognized at the board meeting.

**Monthly Categories**: (Employees will be recognized at the Board of Education Meeting the month after they are nominated.)

**September:** Nutrition Employees **October:** Transportation Employees **November:** Paraprofessionals

December: Service Employees - facilities, maintenance, custodial

**January**: Student Service Employees - Psychologists, Counselors, Social Workers, Nurses, Behavior Intervention Specialists, Speech Pathologists, Occupational Therapists, Physical Therapists, Vision

Therapists and Due Process Coordinators

**February**: Leadership – Principals, assistant principals, district office administration

March: Support personnel – administrative assistant/secretaries, bookkeeping, technical support, and

district office support **April**: Teachers of the Year

Learning today... Succeeding tomorrow



## NOMINATION FORM

Nominations are due to the District Office by the 20th day of the month. Employees will be recognized at the Board Meeting the first of the following month. Forms may be faxed to: 706-965-8913, Attn: Marissa Chambers, or submitted online at www.catoosa.k12.ga.us. If you need more information, please call 706-965-2297 ext. 109. Date: \_\_\_\_\_ Nominee's name: \_\_\_\_ Work site and Job Title: In the space provided, explain why you feel this person is a Shining Star: (You may attach one additional page) Nominator's Name: \_\_\_\_\_\_ Phone: \_\_\_\_\_ Signature of Nominator: Relationship to Nominee: