



St. Joseph School District
2018-2019 Hy-Vee Foods Support Person of the Year
Procedures and Suggestions for Nominating Candidates

The Support Person of the Year program is conducted annually in the St. Joseph School District. It is designed to make the public aware that support personnel are a very important ingredient in the education of their children.

WHO IS ELIGIBLE?

Any support person currently employed by the District may be a candidate for the program. The person must be planning to continue in their position, or a similar one, for the following school year.

CANDIDATES SHOULD POSSESS THE FOLLOWING ATTRIBUTES:

- Candidates should be skilled and dedicated employees who plan to continue working in the District.
- Candidates should have the respect and admiration of students, student organizations, teachers, parent groups, and/or school patrons.
- Candidates should play an active community role (offering services and leadership in civic, cultural, or humanitarian activities.)
- Candidates should represent the best qualities of an SJSD employee.

HOW TO NOMINATE:

Candidates may be nominated by fellow employees, teachers, administration, students, student organizations, parent groups, or school patrons. A person can be nominated in subsequent years, unless they have previously served as a Support Person of the Year. The selection committee will notify each employee of his or her nomination.

NOMINATION DEADLINE:

The nomination deadline is **Monday, February 12, 2018**. Completed nomination forms must be submitted to Donita Swafford, Carden Park Elementary, by Monday, February 12, 2018.

WHERE TO OBTAIN NOMINATION FORMS:

Nomination forms are available in all buildings in the principal's office, the Board of Education and Human Resources at the Downtown office (10th & Felix), and on the SJSD Foundation website.

SELECTION DATE:

The Support Person of the Year committee will select the "Support Person of the Year" and the recipient will be announced at the Employee Reception in April 2018.

2018-2019 HY-VEE SUPPORT PERSON OF THE YEAR FOR THE ST. JOSEPH SCHOOL DISTRICT

NOMINATION DATA SHEET

Submit this form to Donita Swafford, Carden Park Elementary, by Monday, February 12, 2018.

1. Name of Nominee _____

2. Job Title _____

3. School/Department name _____

4. Address and Phone _____

5. Area of responsibility _____

6. Person or organization making this nomination: _____

Address/Phone Number: _____

7. Paragraph explaining reasons for making this nomination _____

(Attach one additional page, if necessary.)

**Hy-Vee Support Person of the Year
for the
St. Joseph School District**
(To be completed by Nominee)

1. Name _____
2. Job Title _____
3. School/Department/Address/Phone _____
4. Job Duties _____

5. Years in present position _____
6. Total years experience with the St. Joseph School District _____
7. Name and Address of School Principal/Manager _____

Please attach the Following Information

Brief Biographical Sketch

Listings of clubs, civic services, and other community involvement

My submission of this application is my agreement to participate and represent all support persons in the St. Joseph School District and serve when needed. I agree to appear before the selection committee if selected as a finalist.

Signature

Please Return To:
Donita Swafford
Carden Park Elementary

MUST BE RECEIVED NO LATER THAN MONDAY, FEBRUARY 12, 2018