



Frederick County Public Schools
Reach. Challenge. Prepare.

Nomination Instructions for Substitute Employee of the Year

Nominations are due Thursday, March 28, 2019, 3:00 p.m.

Purpose of the Award

This award program recognizes outstanding Substitutes that work with our students every day.

- These include:
 - Substitute Teachers
 - Long Term Substitutes
 - Substitute Special Education Instructional Assistants
 - Substitute Charter School Instructional Assistants

Nominators

An FCPS support employee may be nominated for this award by:

- Any FCPS employee
- Principals
- Assistant Principals
- School Secretaries
- Parents
- Students or former students
- Community member

Nomination Criteria

Nominees must be Substitute employee compensated according to the substitute employee salary scale, employed at least one year with FCPS, and:

1. Take initiative to go beyond the basic job duties
2. Demonstrate exceptional skill and dedication to the job
3. Contribute to the mission and vision of the school system
4. Are respected by their schools
5. Demonstrate an attitude and manner that has a positive effect on others

Nomination Process

The nomination packet must include and may not exceed:

- A typewritten summary (two-page maximum) explaining how the nominee meets nomination criteria 1-5. Please number and address each criterion separately, citing examples of how the nominee meets the criterion.
- At least two letters of support (limit four; no more than one page each).

Please send the nomination package by inner-office mail to Anne Paxton, Personnel Officer and Substitute Manager, Human Resources, Central Office Building, for a signature.

Selection Process

A screening committee will review all nomination materials and select a winner based on the aforementioned criteria.

Awards and Recognition

Human Resources will notify the Substitute of the Year in early May. The Superintendent will recognize and present a trophy to the winner at the June 12 Board of Education meeting.

Deadline for Nominations: 3:00 p.m. on Thursday, March 28, 2019. Questions? Call 301-644-5120 or e-mail Anne.Paxton@fcps.org



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Substitute Employee of the Year 2019 Nomination Checklist

Deadline: 3:00 p.m., Thursday, March 28, 2019
Nominations received after the deadline will not be considered.

Your nomination package must include:

- _____ Please send the completed nomination package by inner-office mail to Anne Paxton, Personnel Officer and Substitute Manager, Human Resources, Central Office Building, for a signature.

- _____ A typewritten summary (two-page maximum) explaining how the nominee meets nomination criteria 1-5. Please number and cite examples for each of the following:
 - _____ 1. Takes initiative to go beyond the basic job duties
 - _____ 2. Demonstrates exceptional skill and dedication to the job
 - _____ 3. Contributes to the mission and vision of the school system
 - _____ 4. Is respected by his/her co-workers
 - _____ 5. Demonstrates an attitude and manner that has a positive effect on others

- _____ At least two letters of support (limit four, no more than one page each)

***Submit completed nomination package by inner-office mail to Anne Paxton,
Human Resources, Central Office Building or
hand deliver to 191 South East Street, Frederick, MD 21701***

Substitute Employee of the Year 2019

Nomination Application

Nominee's Name _____

Number of Years as an Employee of FCPS (if known) _____

Employee's Position _____

Support Employee category (please check one or more)

Substitute Teacher
 Long Term Substitute

Special Education Instructional
Assistant Substitute
 Charter School Instructional
Assistant Substitute

Please contact the Sub Help Desk at 301-644-5120, if you have a question regarding category selection.

Nominator's Name _____

Work Location (if nominator works for FCPS) _____

Home Address (if nominator does not work for FCPS) _____

Daytime Phone _____

Relationship to Nominee _____
(Co-worker, supervisor/administrator, parent, student, community member)

Approval (Required) of Sub Team (Anne Paxton, Human Resources)

By signing this form, I agree that this support employee is deserving of this honor

I support this nomination: _____
Anne Paxton, Personnel Officer/Substitute Manager

Signature/Date