**Outstanding School Support Employee of the Year Application**

The Louisiana Department of Education recognizes that school support staff members play a vital role in a school’s academic success. Through the Outstanding School Support Employee of the Year awards program, the Department recognizes and celebrates some of the state’s most exceptional support staff who have rendered time and talent beyond the call of duty. These staff members may include clerical or custodial personnel, food service workers, maintenance staff, paraprofessionals, school bus drivers, teacher aides, or any other employee who is not required to hold a teacher's certificate as a condition of employment.

**An exemplary candidate for Outstanding School Support Employee of the Year demonstrates excellence and expertise in the following areas:**

* Work Performance and Skill
* School and Community Involvement
* Leadership and Commitment
* Stakeholder Support and Respect
* Enhances Image and Success
* Additional Exceptional Work

**District and state-level application process:**

* School systems may use this application or select their process for identifying their honorees to submit to the state-level competition. School systems using this application may streamline the process for their local-level competition.
* All application materials should be saved electronically for future reference.
* State-level applications are due in the online application portal by **Monday, December 9, 2024.**

**A complete state-level application includes:**

* Basic Information
* Responses to the written reflection questions
* Supplemental materials may be submitted to accompany the written responses and application. (Optional)
* Letter(s) of recommendation (Optional)
* [Candidate consent form](https://www.louisianabelieves.com/docs/default-source/awards/candidate-consent-form.docx?sfvrsn=9bd9911f_4)
* [Student consent form](https://www.louisianabelieves.com/docs/default-source/awards/student-consent-form.docx?sfvrsn=98d9911f_4) (Optional- Needed for each student included in the application, such as in video/photos/etc.)
* School System Approvals

1. **SCHOOL SYSTEM COORDINATOR/CONTACT INFORMATION**

**Coordinator/Contact Prefix:** (Mr., Mrs., Ms., Dr.)

**Coordinator/Contact Name:** (first, last)

**Coordinator Phone Number:** (cell preferred)

**Coordinator Email:**

**School System/District: Region:** [**View Regions here**](https://docs.google.com/spreadsheets/d/10h65_WfAQytx2OGAUkL6DoMd01UD3plB/edit#gid=1954264563)

**Institutional Information: *Please check the appropriate information for each line below.***

**School System type:**  Public Charter

**School System demographic:**  Urban Rural

**Division Level:** (Elementary, Middle, and/or High):

1. **CANDIDATE BASIC INFORMATION:**

**Candidate Prefix:** (Mr., Mrs., Ms., Dr.)

**Candidate Name:** (first and last)

**Phone Number:** (cell preferred)

**Preferred Email Address:**  **School site, if applicable:**

**Area of Responsibility:** clerical or custodial personnel, food service workers, maintenance staff,

paraprofessionals, school bus drivers, teacher aides, or any other employee who is not required to

hold a teacher's certificate as a condition of employment.

**How many years has the candidate been working for the school system?** (Including this year)

**Ethnicity:** (AmericanIndian or Alaskan, Asian, Black or African American, Hispanic/Latino, Multiple

Ethnicities, Native Hawaiian or Other Pacific Islander, White)

**IV. WRITTEN REFLECTION QUESTIONS: In 500 words or less, respond to each of the following**

**writing prompts.**

1. **Work performance and skill:** Describe how the candidate demonstrates excellence in their role.
2. **School and community involvement:** Describe the exceptional work and involvement the candidate exhibits in their school, community, etc.
3. **Leadership and commitment**: Describe how the candidate exhibits leadership and commitment to their school, community, etc.
4. **Stakeholder support and respect**: Describe how the candidate is supported and respected by co-workers, students, school administrators, community members, etc., who speak to the candidate’s exemplary work.
5. **Enhances image and success:** Describe how the candidate provides a positive image and contributes to the success of their school, school system, community, etc.
6. **Additional documentation of exceptional work**.
   1. Supplemental materials may be submitted to accompany the written responses and application. (Optional)
      1. These materials may be in any format, such as a chart, news article, video, photos, etc., and are to be shared as a Google link.
      2. All materials should be labeled accordingly to clearly reflect the task they are accompanying.

**Resources:** [Awards page](https://www.louisianabelieves.com/academics/award-programs) and [Resources Library](https://www.louisianabelieves.com/resources/library/awards).  **Questions:**  [excellenteducators@la.gov](mailto:excellenteducators@la.gov)