

# LOUISIANA

# OUTSTANDING SCHOOL SUPPORT

## Employee

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.

### SELECTION PROCESS & TIMELINE:

PHASE	TIMELINE	DESCRIPTION
<b>Nominations Portal Open</b>	<b>August 27 - September 30, 2024</b>	<ul style="list-style-type: none"> <li>The nominations portal will be open from August 27 - September 30.                             <ul style="list-style-type: none"> <li>Upon portal close, the nomination information is shared with school systems.</li> </ul> </li> </ul>
<b>Application Release</b>	<b>September 30, 2024</b>	<ul style="list-style-type: none"> <li>The Department releases Outstanding School Support Employee of the Year application materials for the 2024-2025 school year.                             <ul style="list-style-type: none"> <li>Visit the <a href="#">Resources Library</a> and <a href="#">Awards page</a>.</li> </ul> </li> </ul>
<b>State-level Applications Due</b>	<b>December 9, 2024</b>	<ul style="list-style-type: none"> <li>By December 9, school systems are to submit applications in the Outstanding School Support Employee of the Year online application portal.</li> </ul>
<b>Finalists Announced</b>	<b>TBD 2025</b>	<ul style="list-style-type: none"> <li>The Department names the ten Finalists for Outstanding School Support Employee of the Year.</li> </ul>
<b>Honoree Recognition</b>	<b>TBD 2025</b>	<ul style="list-style-type: none"> <li>The ten Finalists for Outstanding School Support Employee of the Year are recognized at the Louisiana State Board of Elementary and Secondary Education (BESE) meeting.</li> </ul>

The below resource center has been assembled to provide easy access to all resources and materials for the Outstanding School Support Employee of the Year awards program.

All materials are also available on the Department's [Awards](#) page or in the [Resource Library](#).

# LOUISIANA OUTSTANDING SCHOOL SUPPORT *Employee*

## 2024-2025 Outstanding School Support Employee of the Year Resource Center

These materials are also available on the Department's [Awards](#) page or in the [Resource Library](#).

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### Outstanding School Support Employee of the Year Timeline

- [Outstanding School Support Employee of the Year Timeline](#)

### Outstanding School Support Employee of the Year Application

- **Application** (Word)- **For viewing** the application components.
  - [Outstanding School Support Employee of the Year Application](#)
- **Online application portal**- **For submitting** the state-level application.
  - [Outstanding School Support Employee of the Year Online Application Portal](#)

### Outstanding School Support Employee of the Year Rubric

- [Outstanding School Support Employee of the Year Rubric](#)

### Outstanding School Support Employee of the Year Consent Forms

- [Candidate Consent Form](#)
- [Student Consent Form](#)

### Informational Overview Deck and Help Desk Call Information

- Informational Overview Deck- For School Support/Health Staff and Physical Activity Awards
  - [School Support/Health Staff and Physical Activity Awards- Overview Deck](#)
- Informational Calls for Stakeholders:
  - [School Support/Health Staff and Physical Activity Awards- Informational Calls](#)

### Outstanding School Support Employee of the Year Coordinator File

- [Coordinator/Contact's File](#)

### Suggested Honoree Photo Guidelines for Headshot/School Photos

- [Honoree Photo Guidelines](#)

### Questions

- [Excellenteducators@la.gov](mailto:Excellenteducators@la.gov)