

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
Nominations Portal Open	August 27 - September 30, 2024	<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>
Application Release	September 30, 2024	<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>
State-level Applications Due	December 9, 2024	<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>
Finalists Announced	TBD 2025	<ul style="list-style-type: none"> <li>The Department names the ten Finalists for Outstanding School Support Employee of the Year.</li> </ul>
Honoree Recognition	TBD 2025	<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>

**QUESTIONS:** Contact [excellenteducators@la.gov](mailto:excellenteducators@la.gov).