



## **Classified Employee of the Year**

Ashe County Schools wants to promote and celebrate the hard work, dedication, and the contributions made each year by classified employees. This recognition will honor employees who demonstrate excellence in work performance and commitment to our school system and students.

**Classified Employees:** teacher assistants—including PK and EC, bus drivers, bus monitors, custodial staff, office support, cafeteria staff, receptionists/secretaries, data managers, bus garage mechanics, and maintenance staff.

### **To be eligible for this award, an employee must:**

1. Be full-time or part-time and have been employed by Ashe County Schools for at least three full and consecutive school years in a classified position. Persons in their third year are not eligible.
2. Exhibit outstanding performance in carrying out their duties (efficient, diligent, exceeds expectations, punctual, takes initiative).
3. Enrich and improve the working environment (positivity, motivates others, promotes education).
4. Receive at least 51% of the votes at their school/work site.

### **The Process:**

The school district desires to have the widest possible participation in this program to ensure that every classified employee who performs outstanding service has the opportunity to be nominated. Nominations will open on March 1, 2021 online, on the Ashe County Schools website. Any Ashe County citizen and/or school employee may submit a nomination for this award. The nomination process will end on April 21, 2021 at 5pm.

- Nominations may be submitted via an online form
- Nomination forms can also be obtained from the Human Resource Department at 320 South Street, Jefferson, NC.

Schools will then have a runoff to ensure that their nominee has received at least 51% of the vote at their school/work site. The deadline for determining the school/work site winner is April 28, 2020 at 5pm.

The representative from each school/work site will have the opportunity to complete a portfolio and interview with a county-wide committee that will determine the Ashe County Schools Classified Employee of the Year for 2021-2022. A winner will be selected at the county level in May of 2021.



**Prizes for the Classified Employee of the Year winner are as follows:**

1. \$1,000 grand prize.
2. An invitation for the winner and their immediate family to attend an award dinner in order to receive public recognition and their plaque. (*pending COVID restrictions*)