

Classified Employee of the Year – 2019-2020

Eligibility

This award is open to all classified employees in the Ashe County School System who have been employed in the district a minimum of three years prior to nomination. An individual may be nominated who works full-time or part-time in any classified position.

Classified employees are: bus driver/monitor, bus garage, cafeteria, custodian/maintenance, office support, teacher assistant—including prekindergarten and exceptional children

Nomination

Any administrative, certified, or classified employee of the district, any citizen residing within the Ashe County School District, or any support organization affiliated with Ashe County Schools may submit a nomination for this award. Nominations may be submitted online. Nomination forms can also be obtained from the Human Resource Department at 320 South Street, Jefferson, NC. The school district desires to have the widest possible participation this program and to ensure that every classified employee who performs outstanding service has the opportunity to be nominated.

Criteria

An individual who is nominated should perform his or her duties in such a manner that he/she significantly contributes to the functioning of the school system. The focus should be on the work done by the employee during the regular course of his/her employment. Outstanding employees will exhibit all qualities in the following areas:

- ***Outstanding performance in carrying out duties***
 - Works efficiently and diligently to complete duties in a timely fashion
 - Shows desire and ability to exceed established quality standards
 - Has excellent attendance and punctuality
 - Shows initiative in carrying out the duties of the job
- ***Enriches and improves the working environment***
 - Creates and fosters a positive work environment
 - Motivates others
 - Promotes better education for students
- ***Personal Characteristics***
 - Exhibits a positive attitude
 - Demonstrates care and support for others
 - Possesses high goals and standards
 - Demonstrates consistency

The Process

Nominations will open March 6th - online, on the Ashe County Schools website. Forms will also be available in the HR office.

All nominations will be collected in the Human Resources Office and screened by Central Support Services staff to determine eligibility. Nominees will be organized by site/school. Each site will be provided a list of nominees from their respective site/school. All employees will vote by ballot for the finalist from their school/site.

The top finalists from each school/site will have the opportunity to complete a questionnaire and participate in a county-wide interview to determine the Ashe County Schools Classified Employee of the Year.