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**TAFT INDEPENDENT SCHOOL DISTRICT**  
**SELECTION GUIDELINES**

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*Non-Teaching Professional Employee of the Year*

**I. Qualifications**

- A. Any auxiliary staff member (administration, counselors, diagnostician, speech therapist, nurse, technology, police officer, maintenance director, food service director, athletic director, trainer) shall be eligible.
- B. Nominees must have at least three consecutive years of experience (including current year) in the Taft Independent School District.
- C. Nominees shall have the appropriate credentials and experience in the position for which they are employed.
- D. No previous "Employee of the Year" winner shall be eligible for the award for a period of three years.
- E. No member of the selection committee or his relations shall be eligible for the award.

**II. Nomination**

- A. Nominations for this award will be made by peers.
- B. The nomination should contain the required items listed on FORM 1 and should be submitted to the Assistant Superintendent by designated date. The person making the nomination shall be responsible for providing additional information regarding a candidate's qualifications if called for by the committee.

### **III. Selection Committee**

- A. Committee chairperson and his/her committee will serve anonymously for one year to select the Non-Teaching Professional Employee of the Year. Schools not having current year representation would have representation in the following or subsequent years. Committee members may not have made a nomination in this category. The final selection will be made by the committee as a whole. The committee will meet at such time and place as deemed necessary by the chairperson and devise such procedures as necessary to render a final decision.

### **IV. Suggested Criteria for Selection**

Non-Teaching Professional staff selected for this award should represent the highest standards of excellence in their field of service.

## Taft Independent School District

### *Non-Teaching Professional Employee of the Year*

Nominee \_\_\_\_\_

School/Building \_\_\_\_\_

Position \_\_\_\_\_

Individual Making Nomination \_\_\_\_\_

Reason for Nomination \_\_\_\_\_

Please attach the following items to this page.

1. Letters of recommendation which cite the candidate's contributions to Taft ISD
  2. All questions on FORM II answered completely
- Submit completed nomination forms in the provided 10 X 13 manila envelope marked:

**"NON-TEACHING PROFESSIONAL EMPLOYEE OF THE YEAR"**

- No 3-ring binders or pocket folders please!
- Forms must be received in the Assistant Superintendent's office no later than 4:00 p.m. Thursday, April 5, 2012.

NAME \_\_\_\_\_ CAMPUS/BUILDING \_\_\_\_\_

*Non-Teaching Professional Employee of the Year*

I. Qualifications

A. How many years has the nominee been employed by the Taft Independent School District?

Less than 3 \_\_\_\_\_ 3-5 \_\_\_\_\_ 6-10 \_\_\_\_\_

11-15 \_\_\_\_\_ 16-20 \_\_\_\_\_ More \_\_\_\_\_

II. Accomplishments

A. Is the nominee active in school or community organizations?

Yes \_\_\_\_\_ No \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

B. Has the nominee received any special awards or recognitions? If so, please list.

Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_