

The Board of Trustees recognizes the significant impact that our administrators and department supervisors have in the education of our children and will acknowledge that impact through an Administrator/Supervisor of the Year Award.

A Classified Employee of the Year and a Teacher of the Year will be chosen from among the staff working in each building and the Transportation Department during the month of January. The Building/Department Nomination Form should be used to make this selection within each building and the Transportation Department. There must be five years between an employee/administrator being nominated-selected again for the award. Once the nominee has been selected and acknowledged in their building, they should fill out and submit a District Nomination Form and submit it to the Board Clerk no later than February 28.

There will be an Employee Recognition Reception held in April at the District Service Center. All nominees will be mentioned at the reception and the District winners in each category will be announced

### **Classified Employee**

He/she must have at least two years of experience within the district, with at least one year in the building or department from which he/she is nominated.

### **Certified Employee**

He/she must be a practicing certified employee at the time of nomination and have three years of experience in the District.

### **Administrator/Supervisor that qualify:**

Any employee in the district may nominate an administrator or supervisor for recognition as Administrator/Supervisor of the Year. Those who qualify for these nominations are:

1. Full-time principals, full-time vice principals, certified central office program directors
2. Transportation, Maintenance, Food Service, Information Technology Supervisors

### **Procedures**

1. Each location will nominate a classified and certified employee of the year.
2. Each building/department should honor their selected employee of the year nominees as they see fit.
3. Those who are selected as the classified/teacher of the year in their buildings will submit the District Nomination Classified/Teacher of the Year Form to the Board Clerk no later than February 28.
4. A selection committee consisting of, the Superintendent, prior classified and certified employee of the year for the last two years, prior administrator of the year for the last two years; and one department supervisor shall meet in March to determine the best candidate in each category.
5. There will be an Employee Recognition Reception held in April at the District Service Center where the District winners in each category will be announced.
6. It is the expectation of the Board that the District Teacher of the Year apply for the Idaho State Teacher of the Year.

**ADOPTED: June 19, 2017**