

## **PLEASE POST AND ANNOUNCE**

### PROCEDURES AND SUGGESTIONS FOR NOMINATING CANDIDATES FOR 2011-2012 HY-VEE SUPPORT PERSON OF THE YEAR FOR THE ST. JOSEPH SCHOOL DISTRICT

The Support Person of the Year program is conducted annually in the St. Joseph School District. It is designed to make the public aware that support personnel are a very important ingredient in the education of their children.

#### **WHO IS ELIGIBLE?**

Any support person currently employed by the District may be a candidate for the program. The person must be planning to continue in their position, or a similar one, for the following school year.

#### **CANDIDATES SHOULD POSSESS THE FOLLOWING ATTRIBUTES:**

1. Candidates should be skilled and dedicated employees who plan to continue working in the District.
2. Candidates should have the respect and admiration of students, student organizations, teachers, parent groups, and/or school patrons.
3. Candidates should play an active community role (offering services and leadership in civic, cultural, or humanitarian activities.)
4. Candidates should represent the best qualities of an SJSD employee.

#### **HOW TO NOMINATE:**

Candidates may be nominated by fellow employees, teachers, administration, students, student organizations, parent groups, or school patrons. A person can be nominated in subsequent years, unless they have previously served as a Support Person of the Year. The selection committee will notify each employee of his or her nomination.

**NOMINATION DEADLINE: Friday, February 25, 2011**

#### **SUBMITTING NOMINATIONS:**

Completed nomination forms must be submitted to the Vice-Chairman, Marilyn Hastings at Parkway Elementary, 2900 Duncan, St. Joseph, MO 64507 by **Friday, February 25, 2011**

#### **WHERE TO OBTAIN NOMINATION FORMS:**

Nominations forms are available in all buildings, in the principals' office, or on the SJSD Foundation website.

#### **SELECTION DATE:**

The Support Person of the Year committee will select the "Support Person of the Year" and the recipient will be announced at the Employee Reception in April, 2011.

2011-2012 HY-VEE SUPPORT PERSON OF THE YEAR FOR THE  
ST. JOSEPH SCHOOL DISTRICT

**NOMINATION DATA SHEET**

(Submit this form to the committee Vice-Chairman no later than **Friday, February 25, 2011**)

1. Name of Nominee \_\_\_\_\_
2. Job Title \_\_\_\_\_
3. School/Department name \_\_\_\_\_
4. Address and Phone \_\_\_\_\_
5. Area of responsibility \_\_\_\_\_  
\_\_\_\_\_
6. Person or organization making this nomination: \_\_\_\_\_  
Address/Phone Number: \_\_\_\_\_
7. Paragraph explaining reasons for making this nomination \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Attach one additional page, if necessary.)

Hy-Vee Support Person of the Year  
for the  
St. Joseph School District  
(To be completed by Nominee)

1. Name \_\_\_\_\_
2. Job Title \_\_\_\_\_
3. School/Department/Address/Phone \_\_\_\_\_
4. Job Duties \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Years in present position \_\_\_\_\_
6. Total years experience with the St. Joseph School District \_\_\_\_\_
7. Name and Address of School Principal/Manager \_\_\_\_\_

**Please attach the Following Information**

8. Brief Biographical Sketch
9. Listings of clubs, civic services, and other community involvement:
10. My submission of this application is my agreement to participate and represent all support persons in the St. Joseph School District and serve when needed. I agree to appear before the selection committee if selected as a finalist.

\_\_\_\_\_  
Signature

**Please Return To:**

Marilyn Hastings  
Vice Chairman  
Parkway Elementary School

**MUST BE RECEIVED NO LATER THAN TUESDAY, MARCH 7, 2011**