

## **Guidelines for Outstanding Educator/Employee Awards**

The Committee shall use the criteria listed below for the selection of Outstanding Educator/Employee Award recipients.

### **A. Number of Awards**

Two educator awards shall be given annually. One shall go to an elementary educator and the other to a secondary educator. Up to two employee awards shall be given annually.

### **B. Eligibility**

All professional/classified employees, except full time administrators, who have five (5) or more years of service in Penn Manor School District shall be eligible.

### **C. Qualities to be Evaluated**

The recipients shall be judged on their ability to bring about educational growth in students, support of school functions and the quality of their relationships with staff and students.

### **D. Nominations**

Nominations shall be solicited in the form of letters of recommendation, e-mails, or completed nomination forms supplied by the School District. Nominations shall be accepted from students, parents/guardians, colleagues in the Penn Manor Schools.

### **E. Selection**

School Board members assigned to employee recognition functions for the District as well as administrators shall comprise the Outstanding Educator/Employee Selection Committees. All nominations shall be reviewed by this committee to select award winners. Each person shall be considered as being nominated only once regardless of the number of letters which are received for any one individual.

### **F. Notification of Nominees**

All nominees for the Outstanding Educator/Employee Awards shall be notified of this recognition by the Superintendent. Letters of nomination, nomination forms, and e-mails, however, shall not be made available to those nominated.

### **G. Recognition of Winners**

Names of the nominees shall not be revealed, just the winners. The names of these winners shall be engraved on plates and affixed to the "Outstanding Educators/ Outstanding Employees" plaques maintained in the Office of the Superintendent. Public recognition of award winners shall be made at the District annual Employee Recognition Dinner.