



Outstanding Classified Personnel Awards

Charles County Public Schools (CCPS) has established the Outstanding Classified Personnel Awards to recognize support personnel who exemplify excellence in their positions. Our school system's classified personnel are essential to the effective and efficient operation of our schools.

Seven (7) awards will be presented, one in each of the following categories:

- Building service
- Food service
- Instructional support
- Secretary
- Maintenance
- Information technology
- Central office support staff

Eligibility

- Full time classified or technical employees of CCPS who have been employed a minimum of three (3) completed years in the area of nomination
- Not been previously selected as an outstanding honoree, within the past five (5) years

Nomination Criteria

- Resourceful in seeking and completing job duties
- Seeks new knowledge and skills; knows and understands all aspects of the assigned job
- Utilizes technology where appropriate
- Fosters cooperative relationships with students, colleagues, and the community
- Demonstrates outstanding leadership

Nomination Process

- Nomination cover page must provide the name of the contact person and the committee members
- Nomination materials must be in a presentation **binder** no larger than 2 inches with page protectors
- Nomination binders are not to exceed fifteen (15) pages
- Nominations may be submitted by CCPS staff, students, and parents (Employees may not nominate themselves)
- Nomination **binder** must include the following in this order:
 - √ Cover, completed with the names of the contact person and committee members
 - √ Career list to include dates, location and positions worked only
 - √ Description of contributions in each of the Nomination Criteria areas
 - √ **Building Service, Food Service, Instructional Support, and Secretary** nominations are to include a minimum of ten (10) statements of support which must include one (1) from the school principal/supervisor, three (3) from co-workers, and six (6) from students, parents, and/or the community
 - √ **Maintenance, Information Technology and Central office support staff (including Annex I and II)** nominations are to include a minimum of eight (8) statements of support; which must include one (1) from division supervisor, one (1) from immediate supervisor, three (3) from other department supervisors/principals, and three (3) from co-workers/other staff

Incomplete nomination binders will not be considered and will be returned to the contact person.

Selection

All nominee binders must be received in the Office of Human Resources no later than **3:00 p.m. on March 1, 2019**. For further information, please contact the Office of Human Resources at 301-934-7255.