



Administrative Support Staff Nomination Cover Sheet

As an employee of Decatur Public Schools 61, I nominate

_____ located at
(Nominee's Name)

_____ to receive an Administrative Support Staff incentive.
(Building / Department)

ELIGIBILITY REQUIREMENTS

In this program, any employee may nominate a candidate. The acknowledgement is not intended to be a popularity contest, and those submitting nominations are encouraged to consider the impact the candidate has had on our students, staff, school and district community.

Employees can be nominated for the award and must be returning to the district the following year (2021-2022), excluding retirees.

ELIGIBLE POSITIONS / DEPARTMENTS

PDI / TEACHING & LEARNING

- ▶ Assessment Administrator
- ▶ African Amer. Scholars Coord.
- ▶ Early Childhood Coordinator
- ▶ Instructional Specialist
- ▶ Instructional Technology
- ▶ PreK Family Services Coord
- ▶ Research Analyst / Senior

CENTRAL OFFICE

- ▶ Budget/Acct Coordinator
- ▶ Business Office Assistant
- ▶ Payroll Analyst
- ▶ Payroll Coordinator
- ▶ Purchasing Coordinator
- ▶ Superintendent Secretary

MPSED

- ▶ Assistant OT / PT
- ▶ Audiologist / OT / PT
- ▶ Medicaid / HomeStudy Coordinator

INNOVATIVE PROGRAMS

- ▶ Arts Education Specialist
- ▶ Coordinat Innov. Programs

BLDGS & GROUNDS

- ▶ Custodian Foreman
- ▶ Electronics Technician
- ▶ Maintenance Foreman
- ▶ Supervisor of Custodians
- ▶ Transportation Coordinator

STUDENT SERVICES

- ▶ Family Support Coordinator
- ▶ Student Intervention Coordinator
- ▶ Dropout Prevention Coordinator
- ▶ Student Behavioral Interventionist
- ▶ Student Abuse & Mental Health Mgr.

HUMAN RESOURCES

- ▶ Analyst
- ▶ Assistant
- ▶ Coordinator
- ▶ Recruitment Specialist

IT DEPARTMENT


- ▶ Coordinator
- ▶ EMS Levels 1-2-3
- ▶ MIS Analyst / Technician
- ▶ Network Administrator





Administrative Support Staff Nomination Form

HOW TO SUBMIT A NOMINATION

In 500 words or less, describe how the nominee:

-  Creates a positive academic/work environment
 - Builds trust and camaraderie in the classroom/school/district
 - Helps students and/or staff set and/or reach goals
 - Adheres to normal job duty expectations

-  Builds relationships/supports the school/district community
 - Establishes and maintains a system of ongoing communication between staff and stakeholders
 - Recognizes school/district community needs and actively works to provide a course of action to address those needs
 - Engages in school/district community activities

-  Builds relationships/supports school staff
 - Upholds the district's and school's mission and vision
 - Establishes friendly relations with coworkers and is a team player

Submitted by:

Date:



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HOW TO SUBMIT A NOMINATION

In 500 words or less, describe how the nominee:

Submitted by:

Date: