

**SUBMIT FORM TO YOUR PRINCIPAL'S OFFICE BY 4 P.M.
FRIDAY, APRIL 19, 2024**

Dixon Public Schools
EMPLOYEE OF THE YEAR
(Nomination Form – USE PEN ONLY)

Any individual who resides within the Dixon Public School District is encouraged to nominate an Employee of the Year. This form must be completed and submitted to a building principal by Friday, April 19, 2024. Once submitted, the principals will meet with the Building Improvement team to pick one certified and one non-certified staff member from each building. If an administrator or district-level employee is nominated, they will be evaluated by the District level improvement team. The District level improvement team will then select a certified and a non-certified staff member to be considered.

A committee of one parent from each building and two Board of Education representatives will judge the nominations and make recommendations for awards in May. Award winners will receive certificates of recognition and be honored publicly at the Board of Education meeting in May. **The nominee must be a current school district employee and have a minimum of three years' accumulated experience as an employee of School District 170.** Preference in award selection will be given to those nominees who have given outstanding service to the district by virtue of their (1) **ABILITY TO MOTIVATE OTHERS,** (2) **SUPERIOR WORK QUALITY,** (3) **INDIVIDUAL INITIATIVE,** (4) **ASSISTANCE IN HELPING OTHERS IMPROVE,** (5) **IMPROVEMENT OF STUDENT WELFARE,** (6) **IMPROVEMENT OF EMPLOYEE MORALE, AND** (7) **CREATIVITY IN PERFORMING JOB TASKS.** Please address each of the service areas when submitting the nominator's recommendation.

Nominator Information

Name: _____

Work assignment (site/position): _____

Work relationship with nominee _____

Nominee Information

Name _____

Current work assignment _____

Past work assignment(s) _____

Other district responsibilities (past/present) _____

Number of years in district _____

Reason for Nomination: (PLEASE NOTE THE 7 CRITERIA LISTED ON THE PREVIOUS PAGE IN CAPITAL LETTERS IN LISTING THE REASONS FOR THE NOMINATION.) THIS CAN BE DONE ON A SEPARATE SHEET OF PAPER IF NEED BE.

1) _____

2) _____

3) _____

4) _____

5) _____

6) _____

7) _____

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