



SUPPORT STAFF RECOGNITION PROGRAM

PURPOSE:

The purpose of the Broken Arrow Support Staff Recognition Program is to recognize and reward support staff who consistently demonstrate excellence. The program shall serve to honor support staff that go the extra mile for Broken Arrow Schools and show added concern in accomplishing the goals and objectives of the school district. Support staff recognized through this program will be those who have demonstrated a commitment to their job and to enhancing the status of the school where they work. One (1) support staff member will be selected for this honor each year.

QUALIFICATIONS:

Candidates for the Broken Arrow Support Staff Recognition Program must meet specific qualifications as listed below.

- Eligible Candidates: All District Support Employees
- Must have a minimum of two (2) years of experience in the Broken Arrow school district.
- Candidates are eligible to repeat as Recognition Program recipients every three (3) years.

SELECTION PROCESS:

During each school year, a minimum of five (5) support staff members will be selected as finalists with one (1) being recognized as Broken Arrow Support Staff of the Year at the annual STAR Gala held at the end of each school year.

- Nominations for the support staff can be made by teachers, administrators, supervisors, students, and co-workers.
- The nomination and selection process will be advertised throughout the district website.
- Nomination forms must be submitted to building principal or supervisor by Friday, February 13th. See attached nomination form.
- Building administrators/supervisors will be asked to submit written reference regarding candidates nominated from their building by Friday, February 27th. See attached reference form.

- A five (5) member committee consisting of site and district administrators and the previous year's recipient will conduct a review of all candidate nominations. If the previous year's recipient is unable to attend a representative of district support staff will be selected. **All references to individual candidate names will be eliminated during this "blind review."**
- The committee will recommend recipients to the Superintendent. The support staff recommended for this award will be selected on the basis of the strength of those qualities outlined in the purpose statement.
- The five (5) Recipients will be notified before Spring Break.

RECOGNITION:

Recipients of the Broken Arrow Support Staff of the Year award will be honored as outlined below.

- Recipients from the Support Staff of the Year, Teacher of the Year and to honor retirees will be recognized during the STAR Gala held at the end of each school year.
- Recipients will be allowed to invite four (4) special guests to accompany them for the evening at no cost.
- Each recipient will receive an award symbolizing the receipt of Support Staff of the Year status and any other item(s) deemed appropriate by the school district.



**SUPPORT STAFF OF THE YEAR
NOMINATION FORM**

NOMINEE:

YOUR NAME:

RELATIONSHIP TO NOMINEE:

In the space below, tell why you have nominated this support staff member for recognition. Please emphasize qualities or characteristics that the nominee demonstrates to positively impact the environment for students and co-workers in the Broken Arrow School District.

Please provide this NOMINATION FORM to the nominee's principal/supervisor for completion.

DEADLINE - February 13TH