



Georgetown County School District

Support Staff of the Year Award

The Georgetown County School District Support Staff of the Year Program is designed to honor those who are representative of the district's many exceptional support employees. Uniform selection procedures are followed in nominating, and then, in selecting the support staff member of the year.

Eligibility criteria are as follows:

- Nominees must be full-time or contracted part-time support employees who have completed at least three years of employment with the Georgetown County School District.
- Nominees must be employees who assist teachers and the administration in providing services to the instructional program and facilities (paraprofessionals, transportation, food service, maintenance, custodial workers, secretaries, and other office staff).
- Nominees must plan to remain employed by the district at the same site for the upcoming year.
- District administrators are not eligible for nomination.

Nomination Criteria:

- Nominees should demonstrate a thorough knowledge of the skills and expertise required to effectively perform their job responsibilities.
- Nominees should make positive contributions to their schools, the district, and/or the community.
- Nominees should exhibit initiative, cooperation, dependability, loyalty, integrity, and positive attitudes.
- Nominees should have the respect of co-workers, administrators, teachers, students, parents and/or the public.
- Nominees should go above and beyond the call of duty.
- Nominees should demonstrate a desire to stay abreast of current practices and skills in their particular areas by attending staff development workshops and seminars.
- Nominees must be willing to represent their work sites on the Superintendent's Support Staff Cabinet.

Nomination Process:

During each school year, one support staff member will be selected as Georgetown County School District Support Staff of the Year. Nomination forms will be available to all employees.

- Nominations should be made at each school and at the district office.
- Nominations may be submitted by school administrators, supervisors, teachers, colleagues, and students.
- Nominations should be endorsed by an immediate supervisor, building administrator, or the district superintendent.
- Nomination materials must include:
 - A completed nomination form describing the nominee and addressing the criteria;
 - Three letters of recommendation from: (1) administrator or supervisor; (1) colleague; (1) person of the nominee's choice;
 - A brief outline including work history, professional development activities, schools attended, awards, recognitions, and organizational affiliations.

Selection Process:

- Nominations should be submitted to the Georgetown County School District's Director of Human Resources.
- A committee of five members, to include representatives from the following groups, will conduct a review of all nomination materials:
 - school and/or district administrators;
 - Superintendent's Parent Cabinet;
 - PTA/ PTO/ PTSA;
 - Current or former Teacher of the Year; and
 - Retired Teachers.
- The review committee will rate candidates using the Georgetown County School District Support Staff of the Year Award Rating Form.
- The committee will use a structured review process and will select five finalists.
- An interview committee will meet with each of the finalists.
- The Executive Director for Human Resources will be advised of the award recipients. The employee recommended for the Support Staff of the Year award will be selected on the basis of the strength of those qualities outlined in the program's purpose statement.

Notification Process:

- Notification will occur in the spring of each year.

Recognition Event:

The recipients of the Georgetown County School District Support Staff of the Year Award will be honored as outlined below.

- A year-end program will be held to honor the Support Staff of the Year.
- The recipient of the award will receive a monetary award.
- Each of the five finalists will receive a monetary award.
- Each school and district office winner will receive a plaque or commemorative award.
- The school and/or the district office to which the Support Staff of the Year Award recipient is assigned will be presented a plaque.

Timeline:

- Nominations should be submitted by mid-February.
- Committee reviews must be completed by mid-March.
- The GCSD Support Staff of the Year should be named at the Support Staff of the Year program held in May.

Direct questions to the Office of Human Resources or the Director of Human Resources at 843-436-7000.

Georgetown County Schools

2018 Church Street, Georgetown, SC 29440

"Coastal Variations With Great Expectations"