

USEP

United School Employees of Pasco



District School Board of Pasco County

2017-2018
SRP OF THE YEAR
SELECTION PROCESS

**2017- 2018 SRP/Teacher OF THE YEAR
SELECTION TIMELINES**

August 12	Employee Relations sends letter in their newsletter to worksite supervisors informing them of beginning of selection process for Worksite SRP/Teacher of the Year.
August 17	USEP will send notices to Building Reps to elect members of the Worksite Selection Committee.
September 9	Deadline to report to USEP the members of the Worksite Selection Committee.
September 23	USEP holds an orientation for Worksite Selection Committee members at the USEP office in Land O' Lakes from 1:00 to 3:00 p.m. USEP provides selection criteria to Worksite Selection Committees.
September 26 through October 27	Worksite Selection Committees conduct nominations and election of Worksite SRP/Teacher of the Year.
October 28	Deadline to notify USEP of Worksite SRP/Teacher of the Year.
October 31	USEP provides application to compete for District SRP/Teacher of the Year to all Worksite SRP/Teachers of the Year.
November 3	USEP provides a listing of Worksite SRP/Teacher of the Year to Employee Relations & Communications Departments.
November 18	Deadline for receipt of District SRP/Teacher of the Year applications.
November 30	USEP selects members of District SRP/Teacher of the Year Selection Committees, notifies Employee Relations and requests worksite supervisors release SRP on Dec.14, 2015, and Teachers Dec 7-8, 2015.
December 7 & 8	Teacher District Selection Committee meets to determine three (3) finalists and notifies Employee Relations and Communications.
December 14	Teacher District Selection Committee visits worksite of three (3) finalists and selects District Teacher of the Year. Employee Relations and Communications notified.
December 15-16 & 19	SRP District Selection Committee meets to determine three (3) finalists and notifies Employee Relations and Communications.
December 20	SRP District Selection Committee visits worksite of three (3) finalists and selects the District SRP of the Year. Employee Relations and Communications notified.
January TBA	Announcement of Pasco County SRP/Teacher of the Year at the Pasco Foundation Educational Awards Celebration.
February TBA	Recognition of District SRP/Teacher of the Year and finalists at School Board meeting.
TBA	Postmark deadline for Florida State SRP /Teacher of the Year application to DOE.

PHILOSOPHY

Recognizing the importance of School Related Personnel, the SRP of the Year Program was established to honor those who show exemplary performance in their jobs as employees of the Pasco County School System.

This is the 19th year the District School Board of Pasco County has recognized school related personnel for their contributions to the educational system. As the result of successful lobbying by FEA/United, a law was passed and funded which will provide for the selection and recognition of an SRP at the state level.

The annual SRP of the Year Program provides deserved recognition to SRP and serves to highlight the positive aspects of their contribution to excellence in education. The program is not attempting to single out any individual SRP as the best, but to honor one SRP who is representative of all the excellent SRP working for the District School Board of Pasco County.

THE SELECTION PROCESS

The selection process begins at the school level and continues to the state level.

CONTRACT LANGUAGE

SECTION O - School Related Person of the Year

1. The Union shall conduct the School Related Person of the Year selection process using rules devised for that purpose by the Union.

2. SRP who are serving as chairpersons of the Worksite School Related Person of the Year Committee shall be granted release time once each year to

attend a meeting for orientation purposes. The release time shall include appropriate travel time, and SRP shall return to their respective worksites immediately following the meeting if time allows. Worksite chairpersons who are Bus Drivers, Relief Bus Drivers, Transportation Assistants, or Alternative School Bus Drivers/Paraprofessionals will only be granted such release time if their duties can be covered using personnel who normally cover such duties. The worksite supervisor's decision as to whether SRP in these positions can be released will be final. In addition, the Board shall grant up to two (2) days of release time for up to five (5) SRP serving on the District SRP of the Year Selection Committee. All other meetings related to selection of School Related Person of the Year shall be held after normal working hours of the SRP involved.

3. The Board shall recognize the SRP selected as Worksite School Related Persons of the Year and the SRP selected as the District School Related Person of the Year.

WORKSITE SELECTION PROCESS

The school level selection process begins with the Worksite Selection Committee.

Each year, an SRP of the Year Committee composed of eligible SRP* only shall be selected at each school by vote at a meeting of the entire SRP staff. The committee members then select a chairperson.

It is the duty of the chairperson to guide the SRP staff as they select their Worksite SRP of the Year. The committee shall oversee the nomination and selection process

Nominations shall come from eligible SRP only. Voting for SRP of the Year shall be by secret ballot. Only SRP assigned to that school may vote.

Note: If the Chairperson of the Worksite Selection Committee is nominated for SRP of the Year, it is suggested that the election process be turned over to someone else on the committee.

PARTICIPATION

Participation in the SRP of the Year activities is voluntary, and no action shall be taken against a SRP for refusing to participate

ELIGIBILITY

1. Any full-time or part-time SRP who is employed by the District School Board of Pasco County, and is included in the SRP bargaining unit.
2. **School personnel whose major responsibilities are supervisory and confidential employees are ineligible**, i.e., plant managers, assistant plant managers, Food & Nutrition Services managers, Food & Nutrition Services assistant managers, PLACE Site Managers, PLACE Assistant Site Managers, SRO Officers, confidential clerical, and CBE students.
3. Nominations are to be made without regard to race, age, sex, religion, national origin, political, or philosophical affiliations or activities.

SELECTION CRITERIA

Nominees should:

- ✓ Display exceptional skill and dedication on the job.
- ✓ Promote learning.
- ✓ Create Positive relationships with parents, students, coworkers, and community members.
- ✓ Make schools safer, healthier, and more attractive.
- ✓ Possess good interpersonal skills, and have the respect and admiration of students and coworkers.
- ✓ Exemplify leadership through active participation in school and community activities.
- ✓ Extend themselves beyond the basic required duties by displaying initiative, creativity, and overall contribution to the school system.
- ✓ Demonstrate exemplary job performance.
- ✓ Display a desire for professional growth through participation in workshops, inservices, college courses, etc.

LETTER FOR NOMINATIONS (Example)

Date: _____

Dear Colleague:

This letter is to remind you that between _____, you will be given the opportunity to nominate a co-worker for 2017-2018 Worksite SRP of the Year.

Nominees should:

- ✓ Display exceptional skill and dedication on the job.
- ✓ Promote learning.
- ✓ Create positive relationships with parents, students, co-workers, and community members.
- ✓ Make schools safer, healthier, and more attractive.
- ✓ Possess good interpersonal skills, and have the respect and admiration of students and co-workers.
- ✓ Exemplify leadership through active participation in school and community activities.
- ✓ Extend themselves beyond the basic required duties by displaying initiative, creativity, and overall contribution to the school system.
- ✓ demonstrate exemplary job performance.
- ✓ Display a desire for professional growth through participation in workshops, inservices, college courses, etc.

Please consider the above criteria when nominating an SRP.

The SRP of the Year selection committee will collect information about each nominee and place copies of the information in your mailbox.

A ballot will be provided for each SRP on _____. Please mark your ballot and place it in the ballot box located _____ no later than _____.

Sincerely,

Chairperson, SRP of the Year Selection Committee

INFORMATION SHEET

NOMINEE FOR 2017-2018 SRP OF THE YEAR

Name _____

Current Job Assignment _____

Total Years in Current Position _____ In Pasco County _____

Brief description of current job responsibilities _____

Education: Degree	Major	College/University
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List recent classes, workshops, or inservice training you have attended or conducted in the last five years.

Workshop Title	Year	Participant or Presenter?
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List professional, civic, or community organizations in which you are currently active: _____

List of awards, recommendations, or recognition received within the past five years:

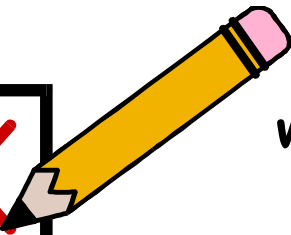
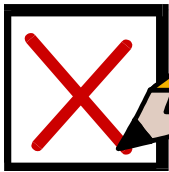
Briefly state what you consider your greatest accomplishment or contribution to education in the past five years:

SAMPLE BALLOT

(FEEL FREE TO USE AND ADD LINES AS NEEDED)

The following SRP have been
nominated for 2017-2018
Worksite SRP of the Year

Please place an X by your choice:



**Include directions on how,
where, and when to return.**

***2017-2018 NOMINATION FORM
WORKSITE SRP OF THE YEAR***

This form must be completed by the Worksite SRP of the Year Committee and returned to the USEP office by Friday, October 28, 2016.

Nominee: _____

Worksite: _____

JobTitle: _____

Signature of SRP of the Year Selection Committee Chairperson

DISTRICT SELECTION PROCESS

1. The District SRP of the Year Selection Committee shall be comprised of up to five (5) members of USEP.
2. The committee shall use evaluative criteria developed by the committee as a basis for selecting the SRP of the Year. There shall be open discussion and then the District Selection Committee shall vote by secret ballot. The three candidates receiving the most votes shall be declared finalists.
3. Finalists will be observed at their worksites by the District Selection Committee members. Following these observations, the committee shall vote by secret ballot to select the District SRP of the Year. The name of the District SRP of the Year and names of worksite SRP of the Year shall be submitted to the Superintendent to be sent to the School Board for appropriate recognition.

PARTICIPATION

Any worksite SRP of the Year may participate in the selection process for District SRP of the Year. Those wishing to participate must complete the *Nomination Form - District SRP of the Year*.

Important Note: Responses to questions on the District SRP of the Year form shall be done on white paper. Each attachment should be on a separate page. The pages should be numbered and easily separated so copies can be made. Portfolios/CDs/DVDs will **NOT** be duplicated for members of the District SRP of the Year Selection Committee. ***Facsimiles and E-Mails will not be accepted-no exceptions.***

ELIGIBILITY AND SELECTION CRITERIA

Eligibility for District SRP of the Year is the same as that for Worksite SRP of the Year. Selection criteria is exactly the same as Worksite SRP of the Year.

**2017-2018 NOMINATION FORM
DISTRICT SRP OF THE YEAR**

**Deadline for return at USEP office - 4:30 p.m Friday, November 18, 2016
Facsimiles and E-Mails will not be accepted-no exceptions.**

Section I

Nominee _____

Home address _____

Worksite _____

Worksite Address _____

Worksite Supervisor _____

Home phone number _____ Worksite phone number _____

Cell phone _____ Email address _____

Total years working for the District School Board of Pasco County _____

Current Job Title _____

Years at present worksite _____ Years at present job _____

**List previous
positions:**

Worksite:

Dates of Service:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Give a brief description of current job responsibilities and your role at the worksite:

Section II - Professional Growth

Inservices/workshops/technical training/college courses taken, including any scholastic honors attained (attach separate page if necessary):

Section III - Educational and Community Recognition

Community involvement or school awards and honors including organization/school, city and state (attach separate page if necessary):

Section IV - Recommendations

Attach three letters of recommendation to this application (such as supervisor, fellow worker, community leader, etc.).

Section IV - Additional Documentation

Attachment #1 **Biographical sketch - a narrative of 300 words or less. ***

Attachment #2 **What does the nominee consider his/her greatest accomplishment and contributions to education in past years? ***

*Each attachment should be on a separate page(s).

Do not staple or bind materials-paper clips are acceptable. Do NOT use covers or other decorative packaging. Include ONLY materials requested.

Portfolios/CDs/DVDs will **NOT** be duplicated for members of the District SRP of the Year Selection Committee

Deadline for return at USEP office - 4:30 p.m., Friday, November 18, 2016
Facsimiles and E-Mails will not be accepted-no exceptions.