

Office of Human Resources

**Timeline for Office Employee of the Year (OEOY)
2009-2010**

Date	Task
October 13, 2009	Application packet to schools for Office Employee of the Year at http://pers.dadeschools.net
November 6, 2009	OEOY nomination packets due to the Regions
November 13, 2009	OEOY District Task Force Meeting
November 20, 2009	OEOY packets due to the District, Annex Bldg., Suite 140
December 4, 2009	OEOY District Interviews of Finalists @ UTD
2009-2010 EDDIES Ceremony TBA	
Contact: Ms. Stacy L. Rolle, Manager III Office of Non-Instructional Staffing 305 995-7242	

MEMORANDUM

October 9, 2009

TO: All Work Location Supervisors
All Office Employees (Bargaining Unit #1 /UTD)

FROM: Joint M-DCPS/UTD Office Employee of the Year Task Force

SUBJECT: PROCEDURES FOR THE 2009-2010 OFFICE EMPLOYEE OF THE YEAR NOMINATION PROCESS

In compliance with the negotiated contract between The School Board of Miami-Dade County, and United Teachers of Dade, an Office Employee of the Year Task Force has been established to select the 2009-2010 Office Employee of the Year. Now in its twenty fourth year, the program seeks to honor the outstanding contributions of all office employees.

Participation is very important at each work location. Attached are the fill-able nomination and procedures forms for the 2009 Office Employee of the Year. Please advise all appropriate personnel of the awards program.

Region I	Mail Code 9571	Mr. Richard M. Vidal
Region II	Mail Code 9572	Mr. Paul J. Greenfield
Region III	Mail Code 9573	Mr. Albert Payne, Jr.
Region IV	Mail Code 9574	Dr. Winston A. Whyte
Region V	Mail Code 9575	Ms. Barbara Mendizabal
Administrative Support (All non-school site positions)	Mail Code 9017 1500 Annex-Rm: 221	Dr. William J. Chiodo

If you have any questions regarding the nomination form or process, please contact Ms. Stacy L. Rolle, M-DCPS at 305-995-7242 or Mr. Charles Belikis, UTD at 305-854-0220 ext. 247.

TVR:ldc
M-122

Attachments

cc: Mr. Alberto M. Carvalho
Superintendents' Cabinet
Regional Center Superintendents
Ms. Mariaelena Vidal
Ms. Diana Venturini
Ms. Karen B. Aronowitz
Mr. Charles Belikis

2009-2010 OFFICE EMPLOYEE OF THE YEAR

Nomination Form & Procedures

A recognition program
of exemplary office employees

Sponsored by
Miami-Dade County Public Schools
and
United Teachers of Dade

Miami-Dade County Public Schools
2009-2010 Office Employee of the Year

Background

The annual Office Employee of the Year (OEOY) program is a countywide effort which brings deserved recognition to office employees and serves to highlight the positive aspects of their contributions to excellence in education. The OEOY program is not attempting to single out any individual office employee as the best, but to honor one office employee who is representative of all the excellent office employees working for Miami-Dade County Public Schools. This is the twenty third year Miami-Dade County Public Schools and United Teachers of Dade have participated in a joint effort to honor an office employee of the year.

Eligibility

- Any full-time staff member represented by UTD Bargaining Unit #1.
- **Confidential exempt employees, teachers, paraprofessionals, school support personnel, and administrators are ineligible to apply.**
- A minimum of three full-time years (from hire date) is required as an office employee of Miami-Dade County Public Schools prior to nomination.
- Persons representing UTD on the District Office Employee of the Year Task Force are ineligible.
- Nominations are to be made within the bargaining unit without regard to gender, race, color, religion, ethnic or national origin, political beliefs, marital status, age, sexual orientation, social and family background, linguistic preference, or disability.

Criteria

The nominee should:

- Be an exceptional, skillful, dedicated office employee, and should have knowledge of the school system as it relates to his/her job.
- Have the respect and admiration of students, faculty, parents, and/or co-workers at his/her work location as well as in the community.
- Have a superior ability to communicate.
- Demonstrate a continuing effort to improve skills outside official duties through formal or informal education or in-service activities.
- Have a record of exceptional performance and devotion as demonstrated by cooperation, competency, efficiency, special acts, service, leadership, and performance above and beyond the normal requirements of the position.

2009-2010 Office Employee of the Year Selection Procedures

Work Locations

1. Only one nomination **per work location** is eligible for submittal to the regional/administrative office.
2. A **nominating committee** at each worksite shall be established to select the nominee. The committee may consist of teachers, clerical personnel, parents, administrators, or community leaders. This committee is charged with preparing the nomination package.
3. All nominations should be completed with original signatures and submitted to the Regional Center Office.
 - **All schools** (including adult, vocational, skills centers, alternative education, and community schools) submit to Regional Center offices by **Friday, November 6, 2009**.
 - All nominations from **administrative support locations** (i.e. School Board Administration Building, Transportation, Attendance, etc.) should be submitted to work location 9017, 1500 Biscayne Blvd., Annex Room 221, Attention: Dr. William J. Chiodo **Friday, November 6, 2009**.
4. Additional materials, other than those required by the nomination form (letters of recommendation, copies of certificates, etc.) should not exceed five pages.
5. Only the written nomination form will be permitted. **Notebooks and presentation folders will not be permitted**.

Regional Centers

1. A screening committee shall be selected by the region office superintendent, or designee and shall be comprised of seven members from the following categories:
 - **two** administrators
 - **two** full-time UTD-represented office employees and
 - **three** additional members (citizens, teachers, PTA representatives, business representatives, Dade Partners).
2. The committee should select three semi-finalists. The semi-finalists must be interviewed by the selection committee. The committee will select one finalist to submit to the district for the 2009 Office Employee of the Year.
3. Ten copies of the finalist's nomination, a list of the selection committee, and the names, titles and work locations of all nominees are due by **Friday, November 20, 2009**, to the District Office, 1500 Biscayne Blvd., Suite 140, Attention: Ms. Stacy L. Rolle.

Should you have any questions or concerns, please contact Ms. Stacy L. Rolle or Ms. Luisa D. Couto, Office of Non-Instructional Staffing at 305-995-7235.

2009-2010 Office Employee of the Year
Nomination Form

Nominations must be typed and submitted with original signatures.

Nominee's Name: _____ Employee #: _____ Number of Years with M-DCPS: _____

Nomination Region or Category: _____ Work Location #: _____ Work Location Phone: _____

Current Job Classification Title and Code: _____ Work Location Fax: _____

Nominee's E-mail (home or work): _____ Nominating Work Location #: _____

Nominating Worksite: _____ Supervising Administrator's Name: _____

Attachments should be used to respond to the following questions. These attachments **are not** included in the five-page limit for additional materials.

- I. **Job Responsibilities** – List current job responsibilities including the types of individuals with whom the nominee interacts on a daily basis.
- II. **Previous Positions** – List previous positions with Miami-Dade County Public Schools, beginning with the most recent position.
- III. **In-service** – List or attach course titles/numbers and dates taken of any Miami-Dade County Public Schools' in-service programs.
- IV. **Education** – List or attach any courses taken or degrees received, other than M-DCPS in-service components. List the course title, the location or college, and the dates taken.
- V. **Job-Related/Community Participation** – List any job-related or community organizations, committees, associations, task forces, and conferences in which the nominee is/was a participant, member, or officer. Please include dates of participation.
- VI. **Honors/Awards** – List any job-related or community honors or awards received. Please indicate the name of the award/honor, the date given, and the person or organization giving the award.

TO BE COMPLETED BY THE NOMINEE:

- VII. On no more than one page (one-sided), please state how your experience with Miami-Dade County Public Schools qualifies you to be the 2009-2010 Office Employee of the Year. Emphasize factors which influenced you towards your profession and the rewards you find in your work.

TO BE COMPLETED BY THE NOMINEE'S CURRENT SUPERVISOR:

- VIII. **On no more than one page (one-sided)**, please provide a narrative of support highlighting your nominee's strengths and why he/she should be the 2009-2010 Office Employee of the Year.

All statements and information on the nomination form are accurate to the best of my knowledge.

Signature of Nominee: _____ Date: _____

Signature of Nominating Chairperson: _____ Date: _____

Signature of Current Supervisor: _____ Date: _____

**DISTRICT TASK FORCE MEMBERS
2009-2010**

<u>NAME</u>	<u>TITLE</u>	<u>LOCATION</u>
Mr. Felix Zabala	Co-Chair	John A. Ferguson Senior
Ms. Valarie Johnson	Co-Chair	William H. Turner Tech. Adult
Ms. Jean Baril	Assistant Principal	Coral Gables Senior
Ms. Carolyn Hanna	School Secretary	Banyan Elementary School
Mr. Elio Falcon, Jr.	Principal	Glades Middle School
Ms. Gloria Sheriff	Secretary Educ. Center	Lindsey Hopkins Ed. Center
Dr. Lillian Cooper	Principal	C.O.P.E. Center North
Mr. Pierre Rutledge	Director	School Operations
Ms. Mildred Slocum	Buyer Support Specialist	Procurement Management Svcs.
Ms. Ileana Sanchez	Data Input Specialist	Hialeah Middle School
Ms. Sharon Williams	Records Analyst	A/E Selection
Mr. Charles Belekis	Staff Liaison	United Teachers of Dade
Ms. Stacy Rolle	Manager III	Non-Instructional Staffing