

SMYRNA SCHOOL DISTRICT

POLICY

Section:	4000 Personnel	Office Responsible:	Human Resources
Policy:	4132 Educational Support Professional of the Year		
Related Policies:	N/A	Administrative Procedure:	N/A

I. Purpose

Provide consistent procedures to select an Educational Support Professional of the Year.

II. Authority

Delaware Code, Title 14 § 8901D

Delaware Code, Administrative Code 237

III. Definitions

None

IV. Policy Statement

Nomination Guidelines

- a. Nominations for Educational Support Professional of the Year will be accepted by community members and other educational professionals through a public portal on the Smyrna School District website.
- b. All employees who accept the nomination must participate in the district level competition.
- c. All nominations from the public portal will be listed on the first ballot.

Selection Criteria

To be considered for Educational Support Professional of the Year, a person shall:

- a. Promote a positive support professional image within the worksite and community.
- b. Have at least 3 years' experience as an Educational Support Professional in the Smyrna School District.
- c. Have been formally nominated.
- d. Be actively employed in the Smyrna School District at the time of their nomination.

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- e. Continue to serve in an Educational Support Professional position for the award year.

Eligibility Criteria/Guidelines

- a. Nominees must be school employees who provide direct or indirect services to students and their families, such as paraprofessionals, custodial staff, secretaries, nutritional staff, bus drivers, and bus aides.
- b. Individuals who have received recognition as Delaware Educational Support Professional of the Year are not eligible for nomination in a future year.
- c. Those who have been recognized as district Educational Support Professional of the Year in the previous three years are not eligible for nomination.

Education Support Professional of the Year Documentation

- a. Sources of documentation used for determining if nominees meet the criteria (e.g. years of experience) must be verified by the district.
- b. School Districts must retain special awards files for 10 years before being destroyed. The Educational Support Professional of the Year records will be retained according to this schedule.

Building-Level Selection

- a. Nominations shall be submitted to the building principal by the committee chairperson no later than **October 31**.
- b. All nominations shall be present on the first ballot unless a nominated Educational Support Professional declines the nomination.
- c. Multiple ballots may be necessary to achieve a selected candidate. All school staff are eligible voters.
- d. From the nominations received, a building Educational Support Professional of the Year will be selected no later than **November 30**. The selection procedure for the Building Educational Support Professional of the Year will be the responsibility of the professional staff of the building.
- e. The building administrator will submit the name of the building Educational Support Professional of the Year to the committee chairperson.

District-Level Selection

- a. Building Educational Support Professional of the Year will complete and submit the District Educational Support Professional of the Year electronic application,

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the template for which will be provided to them, and no more than three (3) letters of support to the committee via the committee chairperson. Letters of support may be submitted from but not limited to other teachers, administrators, board members, parents, students and the community. The selection of the District Educational Support Professional of the Year is to be completed by a broad-based committee.

b. The District committee shall consist of the following:

1 Board Member
Superintendent/Designee*
2 Principals
1 Most recent Educational Support Professional of the Year

* The Superintendent or designee will identify an alternate committee member should one of the committee members listed above leave the district.

- c. The district level committee will review the individual electronic applications and letters of support, and the selection committee will complete the rating forms.
- d. The district level committee will score all applications using the rubric provided by the Delaware Department of Education. The highest score possible on the rubric is 20.
- e. Based on overall rating, the committee will select the District Educational Support Professional of the Year. The final selection process shall be completed no later than **January 7**.

*Italics indicate Delaware Regulation Administrative Code Title 14 wording

Board Approval Acknowledged by:



Jonathan Snow, *President*
Smyrna School District Board of Education

Policy Actions Adopted:

6/15/2022

Revised: 11/15/2023

9/10/2025