

Keystone Oaks Golden Eagle Employee Excellence Award

Purpose of the Award

To recognize Keystone Oaks employees who embody the District's Mission, Vision & Values and who go above and beyond to **Build a Foundation of Excellence** for all Keystone Oaks students.

The Keystone Oaks Employee Excellence Award will strive to recognize employees who are innovative, creative, collaborative, and who are leaders in their classroom, department, building or within the District.

Eligibility

All Keystone Oaks permanent full- and part-time employees are eligible for the award, including administrators, classroom teachers, paraprofessionals, secretaries, food service employees, and members of the maintenance and custodial staff.

Nomination & Selection Process

1. A committee made up of Executive Council, the Administrative Team, and three district employees (that are not administrators) shall have the responsibility for managing the nomination, selection, and award process for the Keystone Oaks Employee Excellence program.
2. The Coordinator of Communications & Public Relations shall make the appointment of the necessary members of the committee, which shall include four administrators and three additional district employees. Members of the committee shall serve for one year and are not eligible for the award during their year on the committee.
3. In the initial year of the award, Employee Excellence Awards will be given twice during the school year, in November and in April, during the Board of School Directors Work Session Meeting. A maximum of three employees will be recognized during each meeting.
4. A nominee must be an individual, not a department, grade level, etc. and must meet the following criteria:
 - Nominee must be a permanent full- or part-time employee of the Keystone Oaks School District. Substitute employees are not eligible for the Employee Excellence Award.
 - Nominee must have a positive attitude towards students, co-workers and the Keystone Oaks School District.
 - Nominee must exhibit a commitment to excellence in carrying out their job responsibilities.
 - Nominee must not have received an Employee Excellence Award in the past 12 months.
 - Nominee must not have any disciplinary action pending.
5. Nominations may be made by anyone with an affiliation to the Keystone Oaks School District, including students, employees, parents/guardians, alumni, and members of the community.
6. Nominees who do not receive the award for the month in which they were nominated will remain in the nomination pool for one more review cycle.

Nominations must be submitted online:
Employee Excellence Award Nomination Form



2017-2018 Deadlines

Nomination Deadline
October 26
March 22

Review Deadline
November 3
March 28

Recognition
November 14
April 10