

# Employee of the Month Nomination Form

(Units III, IV, V, and VI)

Honoring the diligence and dedication to our school system by employees is a priority of the Board of Education. Through the *Employee of the Month* award, employees are recognized for their efforts in making Anne Arundel County Schools one of the best educational institutions.

## Criteria

The award will be given each month during the school year. Once nominations are received, they remain active for one calendar year. To be eligible, a school system employee must have demonstrated specific examples of each of the following:

- Displays outstanding performance in work site or job-related tasks.
- Shows a high degree of willingness to assist other staff members and/or students.
- Contributes a positive influence in the school or department.
- Performs consistently with a high degree of professionalism.

## Directions

*(Please note that self-nominations are not permitted.)*

1. Complete the section below, including two additional (three total) endorsements from other AACPS employees.
2. Respond to each of the criteria, using page two of this form—or attach a narrative format, not to exceed two pages in length.
3. Submit this official form to the Board Member Office, Carol S. Parham Building.  
Or, scan completed form and email all pages to [dhowell@aacps.org](mailto:dhowell@aacps.org).

Date Received in  
the Board Office

### Nominee

Name

School or Department

Title or Assignment

### Endorsements

Name

Name

Name

Department

Department

Department

Title

Title

Title

Signature and Date

Signature and Date

Signature and Date

Principal's Signature (Optional)

***Describe how the employee meets the following criteria.***

(If you need more space, include a separate attachment, no longer than two pages.)

**1. Displays outstanding performance in work site of job-related tasks.**

**2. Displays a high degree of willingness to assist other staff members and/or students.**

**3. Contributes a positive influence in the school or department.**

**4. Performs consistently with a high degree of professionalism.**