



KSDE AEOP

Distinguished Service Award 2020

Purpose:

To focus attention on the exemplary, and in doing so, elevate the educational office profession overall and establish a high standard of excellence.

Eligibility:

- The candidate must have been employed at KSDE as an Educational Office Professional for a minimum of 3 years.
- Previous recipients may be nominated again, however they will not be eligible to receive the award for 5 years following their Distinguished Service Award.

Guidelines – Nomination paragraph should include the following points, if applicable:

1. To recognize individuals who demonstrate the highest level of professionalism and commitment.
2. To celebrate individuals who exemplifies the Educational Office Profession's highest standards.
 - a. Participates in ongoing professional learning
 - b. Accepts responsibility
 - c. Has a sense of ownership of their work
 - d. Maintain a collective networking spirit
 - e. Maintain high standards of ethics and integrity
 - f. Maintain high standards of performance
 - g. Responsive to the needs of others
 - h. Teaches others
3. Deadline for nominations is **March 13, 2020**
4. Nominations may be submitted by any KSDE employee electronically or by paper copy to:

Amanda Williams, awilliams@ksde.org

Presentation of Award – The Awardee will be presented the Distinguished Service Award during the Administrative Professionals Day recognition ceremony, on April 22, 2020. Nomination Essays will be given to the nominee following the Award Recognition ceremony.



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Name of Candidate: _____

Candidate's Division: _____ **Team:** _____

Reason(s) for Nomination (please limit to 2 pages):

Your Name: _____ **Date:** _____

Your Signature: _____

Office Phone: _____