



KSDE AEOP

Distinguished Service Award 2019

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.

Nominations may be submitted by **any** KSDE employee.

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 8, 2019
4. Nomination forms may be submitted 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.



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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: _____