

## **Instructions for Application:**

Complete full application and submit to your District Coordinator along with documentation requirement. Submission of applications to County Office Coordinator can only be made by District Coordinator. All completed applications and documentation attachments must be received by County Office Coordinator by March 31<sup>st</sup>, 2021.

## **Documentation Requirement:**

**One attachment in Microsoft Word, limit to three pages. Arial size 12-pt font, single spaced.**

The documentation should be written by the nominee's supervisor and/or nominator and can be a joint effort.

- The documentation should be named as follows: County Name, followed by Nominee First Name and Last Name, followed by Occupational Specialty. (Do not include the word county.) For example: Contra Costa Jane Smith Food and Nutrition Services. Include the documentation name on the top of the first page.
- For each area, include the name of the area followed by the description. Each description has a 250 word count maximum. The name of the area will not count towards the description word count.
- The documentation must include a description of how the nominee demonstrates excellence in each of the following areas:
  - A. Work performance.
  - B. School and community involvement.
  - C. Leadership and commitment.
  - D. Local support (from co-workers, school administrators, community members, etc. who speak to the nominee's exemplary work).
  - E. Enhancement (of classified school employees' image in the community and schools).
  - F. Any other areas (the school deems exceptional and pertinent to the CSEY Award).



## Nominee Occupational Specialty

- Paraprofessional
- Clerical and Administrative Services
- Transportation Services
- Food and Nutrition Services
- Custodial and Maintenance Services
- Security Services
- Health and Student Services
- Technical Services
- Skilled Trades

## Nominee Information

First Name	
Last Name	
Home Mailing Address	
Home City	
Home Zip Code (99999)	
Home Phone Number (999-999-9999)	
Current Title	
Years in Current Position (Minimum of five years of service in nomination occupational specialty.)	
Work Site Name (School, District, County Office of Education)	
Work Site Address	
Work Site City	
Work Site Zip Code (99999)	
Work Site Phone Number (999-999-9999)	
Work Site Email Address	



## Nominee Supervisor Information

First Name	
Last Name	
Title	
Work Site Name	
Work Site Address	
Work Site City	
Work Site Zip Code (99999)	
Work Site Phone Number (999-999-9999)	
Work Site Email Address	

## Nominator Information

First Name	
Last Name	
Title	
Work Site Name	
Work Site Address	
Work Site City	
Work Site Zip Code (99999)	
Work Site Phone Number (999-999-9999)	
Work Site Email Address	

## School Information\*

*\*If applicable; If the nominee is employed by a county office of education or a school district proceed to School Type Information*

Name	
Address	
City	
Zip Code (99999)	
School Website	
School Code (9999999)	
Principal First Name	
Principal Last Name	
Principal Phone Number (999-999-9999)	
Principal Email Address	

## School Type Information

What is the district/school type where the nominee serves? *(Select one)*

- Early Learning
- Elementary School
- Middle School
- High School

What is the school type indicator where the nominee serves? *(Select one)*

- Public School
- Charter School
- Magnet School

What is the community type where the nominee serves? *(Select one)*

- Urban
- Rural
- Suburban

## Student Demographics Information

1. What are the student demographics of the school(s) where the nominee serves? (If there are no students in the demographics enter 0 into the field. For help locating the school demographics, please access DataQuest.)

African American	
American Indian or Alaska Native	
Asian	
Filipino	
Hispanic or Latino	
Pacific Islander	
White	
Two or more Races	
Not Reported	
English learner	
Special Education	
Total Enrolled	

2. How many students receive free and reduced price meals at the school(s) where the nominee serves? (If there are no students receiving free and reduced price meals enter 0)



## District Information\*

*\*If applicable; If the nominee is employed by a county office of education please proceed to the County Office of Education section*

Name	
Address	
City	
Zip Code (99999)	
District Website	
District Code (99999)	
District Superintendent First Name	
District Superintendent Last Name	
District Superintendent Phone Number (999-999-9999)	
District Superintendent Email Address	

## County Office of Education Information

Name: Contra Costa County Office of Education

Address: 77 Santa Barbara Road

City: Pleasant Hill, CA

Zip Code: 94523

County Office of Education Website: <https://www.cccoe.k12.ca.us/>

County Superintendent First Name: Lynn

County Superintendent Last Name: Mackey

County Superintendent Phone Number: 925-942-3422

County Superintendent Email Address: [lmackey@cccoe.k12.ca.us](mailto:lmackey@cccoe.k12.ca.us)