



Ambassador of the Year Award Program [for Support Personnel]

The Ambassador of the Year Award is a recognition program to honor a support staff team member for inspiring pride and confidence in the students and schools of Spartanburg School District Two through superior performance of job responsibilities.

Who Can Be Nominated?

This award is open to all members of the support staff of Spartanburg School District 2. It can be awarded to an individual who works full-time in any capacity other than administration or instructional positions eligible for Teacher of the Year (teachers/media specialists/guidance/JROTC instructors). Teacher assistants, media assistants, nurses, SROs, psychologists, therapists, and maintenance, custodial, transportation, technology, school food service, social services, office professionals, and any other non-administrative, non-instructional staff are eligible.

The nominee must have served in the regular support staff position with the school district for a minimum of three school years. The nominee need not have served in any one position for the three-year period, but the cumulative total of support staff service is to be at least three years. Previous winners of the award are ineligible.

Who Can Nominate?

Anyone with knowledge of the employee's qualifications—supervisor, administrator, teacher, fellow support staff employee, student, community member, and/or parent of a district student—may nominate.

What are the Qualifications?

- Member of the support staff, full-time, who has been in his/her position for at least three years and has not won previously.
- Performance of his or her duties in an outstanding manner that positively represents the district and significantly contributes to the functioning of the school/school district
(Contributions outside the scope of the position may be used to support a nomination; however, the primary qualification is outstanding performance on the job.)

How are Nominations Made?

The *Spartanburg School District Two Ambassador of the Year Nomination Form* must be completed and submitted as directed on the form.

How are Ambassadors Selected?

• **School/District Office Ambassadors**

Each school and the District Office will determine a voting or other selection method for choosing that level's Ambassador **from the nominations received**, in April of each year.

• **District Ambassador**

By May 1, schools and the District Office will submit their chosen Ambassador's nominations to the Office of Public Relations for the committee selection process to determine the District Ambassador. Nominations will be reviewed by the Ambassador of the Year Selection Committee—the previous year's Ambassador of the Year (after first year), Director of Public Relations, Director of Personnel, Chief Finance Officer, and Instruction Office administrator(s).

How will Ambassadors Be Recognized?

The Ambassador of the Year Selection Committee will determine complete recognition details; the Spartanburg School District Two Ambassador of the Year will be announced at the Welcome Back Convocation in August.