

Oklahoma ACTE 2009 Support Staff Award

PURPOSE

This award is meant to recognize individuals who have exhibited excellence in their work in a support staff position.

ELIGIBILITY

Individuals who are currently employed in a full-time support staff capacity in a CareerTech program for at least the last two years. The nominee must hold Oklahoma ACTE and Support Staff Section membership. Membership in ACTE will be considered but is not required.

The nominee also should have been involved in some capacity in Oklahoma ACTE/ACTE activities at the local and/or state level, and must have been a member of Oklahoma ACTE/ACTE for at least the past three consecutive years.

Although an individual is eligible to receive the Oklahoma ACTE Support Staff Award only once, such an award does not exclude that individual from nomination for other Oklahoma ACTE/ACTE awards.

APPLICATION PROCEDURES

Each nominee shall submit a nomination dossier consisting of the following:

1. Nomination Form (Form B).
2. Official Endorsement Form (Form C).
3. A program description that includes the following sections (limit to a total of two pages):
 - The program's innovative or unique characteristics.
 - The program's impact on students and the community.
 - The teacher's effectiveness.
4. Support: On a separate sheet for each heading please describe the following in regards to the candidate (limit to one page per heading):
 - Professional Memberships and Activities (must include dates of service).
 - Professional Contributions (may include presentations and publications).
 - Education and Experience Background (to include educational preparation and work experience, including dates for each activity listed).
 - Civic and Community Involvement (to include civic, fraternal and/or honorary memberships and community activities or contributions).
5. Letters of support (no more than 6 pages). For this award letters must be from:
 - The candidate's immediate supervisor.
 - An administrator.
 - A current or former student.
 - A parent or community lay person.
 - Two additional letters of choice.
6. Photograph: (digital photographs should be at least 300 dpi and in a .jpg format).

All materials must be submitted as a complete package. No supplementary materials may be submitted; items not outlined above will be discarded before judging. All procedures must be followed for an application to be considered. Applications that do not follow these procedures will be rejected.

NOMINATION/SELECTION PROCESS

Nominations will be evaluated using the Support Staff evaluation form.

Deadline

All materials must be submitted to the Support Staff Awards Chair by the Division deadlines and forwarded by the Division Awards Chair to charder@okacte.org in the Oklahoma ACTE office by 5:00 p.m., April 30.