



**Connecticut Association of Schools
Administrative Assistant of the Year Award for 2020
Nomination Form**

The Administrative Assistant of the Year Award, sponsored by the Connecticut Association of Schools, is designed to bring recognition to the valuable work that secretaries and administrative assistants do in our schools. This award will recognize an outstanding individual who has succeeded in providing high-quality performance in a variety of school-office settings. Applicants will have demonstrated excellent leadership, commitment to staff and students, service to their communities, and contributions to the overall school experience.

Name of Nominee	_____
School Name	_____
Address, City/Town/Zip	_____
Number of Years in Present Position	_____
Total Number of Years in Profession	_____

Criteria

All candidates must work in a CAS-member school and have at least three years of experience as an administrative assistant or the equivalent thereof. Please include three letters of nomination, with supporting evidence. Letters of nomination are welcome from any CAS-member school or community and are not to exceed two pages in length. Candidates should demonstrate success in the following areas:

Quality of Work, Dependability, and Collaboration

- Consistently produces the highest quality of work in an efficient manner meeting all deadlines
- Communicates effectively orally and in writing
- Shows initiative and willingness to learn new techniques relating to job description
- Provides direction and/or focus to achieve the school’s goals as a member of the school staff
- Models continuous professional growth
- Assists others in professional development that focuses on workplace productivity
- Balances management tasks with an eye on teamwork
- Utilizes effective problem-solving and sound judgment techniques
- Performs a multitude of tasks with little or no supervision

Personalization and Relationships

- Assists in establishing and maintaining a positive school climate that reflects high student and staff morale
- Interacts professionally and tactfully with others
- Creates a positive atmosphere in all interactions with others
- Adapts well to the needs of the public when confronted with new and unusual situations
- Models values, beliefs, and attitudes that inspire others to higher levels of performance
- Assists in developing and maintaining dialogue with representatives of diverse community groups

_____ Name of Nominator	_____ Position of Nominator
_____ Signature of Nominator	_____ Email Address of Nominator
_____ Telephone Number of Nominator	_____ Date

Nomination Deadline for Submission is March 31, 2020

The 2020 recipient will be chosen by the CAS Administrative Assistant Conference Committee and will be awarded at the annual state-wide conference on April 24, 2020

Send Completed Nomination Form Including Letters of Nomination to:

Barbara O'Connor
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