



**Connecticut Association of Schools  
Administrative Assistant of the Year Award for 2017  
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. Letters of nomination, with supporting evidence, are not to exceed three pages and are welcomed from any member of a CAS-member school or community. 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, 2017***

The 2017 recipient will be chosen by the CAS Administrative Assistant Conference Committee  
And the awarded at the annual state-wide conference on April 28, 2017

#### ***Send Completed Nomination Form to:***

*Dave Maloney*  
*Assistant Executive Director*  
*The Connecticut Association of Schools*  
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