

Attributes - Classified Employees



The overall purpose of the Tiffin City Schools Recognition Program is to pay tribute to the tireless efforts of our school's outstanding classified employees. Classified employees are vital staff members who play key roles in creating a school environment that promotes student achievement, safety, and health.

The candidate has the respect and support of students, fellow employees, patrons, and administrators.

Honesty and accountability in all District actions and activities.

Personal, technical and professional integrity in support of the mission of the District.

Fair and respectful interactions with colleagues, students and the public.

Avoiding conflicts of interest, or its appearance, between their obligations to the District and private business or personal commitments and relationships.

Addressing issues and work assignments without prejudice.

Treating people with respect notwithstanding differences among personal values, beliefs and behaviors of others.

Maintaining confidentiality regarding information about students, staff, faculty, and administrators obtained in the course of their duties.

Being a good steward of District resources.

Maintaining and enhancing job effectiveness and competency through professional development.

Respecting the integrity and professionalism of staff, faculty, administrators, and students.

Making every reasonable effort to create an equal-access learning environment that will help students succeed.



TCS Classified Staff Nomination Form Crystal Apple Award

Please use this form to nominate an employee for the Employee Recognition Award program.

Nominee's Name	
Nominee's School/Department	

Nominator's Name	
Nominator's School/Department	
Nominator's Signature/Date	

Nomination Justification:

The following outline is provided to describe key qualities, traits, or characteristics of the nominee.

- 1) Describe how the nominee demonstrates excellence in the area of **Teamwork**, give specific examples:

--

- 2) Describe how the nominee demonstrates excellence in the area of **Commitment**, give specific examples:

--

TCS Classified Staff Nomination Form
Crystal Apple Award

- 3) Describe how the nominee demonstrates excellence in the area of **Leadership**, give specific examples:

- 4) Describe how the nominee demonstrates excellence in the area of **Taking Pride in Your Work**, give specific examples:

- 5) List outstanding accomplishments , such as awards, letters of appreciation, etc.: