

COSCAP Administrative Assistant of the Year

Criteria for Eligibility:

1. Must be COSCAP-member district
2. 3+ years of experience as Administrative Assistant/Recording Secretary
3. Nominated by Superintendent, School Committee Member, or School Administrator
4. Completed Nomination Form must be submitted by the annual deadline (July1)
5. Current Executive Board Members are not eligible

Distribution of Nomination Forms:

MASC will be responsible for the distribution of the nomination forms for this award. They will include this information in their annual nomination packet that is distributed to all Massachusetts school communities.

Deadline Date for Submittal:

- All nomination forms and supporting material will be received and date marked by the COSCAP Chair by July 1 of each year. The COSCAP Chair will then distribute the materials to all Review and Selection Committee members.
- The Review and Selection Committee members will meet to vote on who will receive this annual award at the MASC November meeting and forward this information to MASC.

Presentation Date for Award:

- Each year this award will be presented at the annual MASC meeting held in November.

Reviewing and Selection Committee will consist of the following:

- COSCAP Chair
- COSCAP Vice-Chair
- COSCAP Secretary
- COSCAP Members-at-Large (2)
- MASC Field Representative

Criteria for Selection Process:

- **Quality of Work, Dependability, Collaboration**
 - Produces highest quality of work
 - Efficient manner in meeting all deadlines
 - Communicates effectively
 - Shows initiative and willingness to learn new techniques
 - Provides direction and/or focus to achieve the school's goals
 - Models continues personal growth
 - Assists others in professional development
 - Balances management tasks with an eye on teamwork
 - Utilizes effective problem solving and sound judgment
 - Performs a multitude of tasks with little supervision

- **Personalization and Relationships**
 - Assists in establishing and maintaining positive school climate
 - Interacts professionally with others
 - Creates a positive atmosphere
 - Adapts well to the needs of the public
 - Models values, beliefs and attitudes that inspire others
 - Assists in developing and maintaining dialogue with representatives of diverse community groups

**Massachusetts Association of School Committees
Administrative Assistant of the Year Award 2021
Nomination Form**

The Administrative Assistant of the Year Award, sponsored by the Massachusetts Association of School Committees, 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: _____

District: _____

District Address, City/Town/Zip: _____

Relationship with Nominee: _____

How long have you worked with Nominee: _____

Please tell us why you are submitting this nomination: _____

Use another sheet if necessary

Criteria: 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 focus on workplace productivity
- Balances management tasks with an eye on teamwork

- Utilizes effective problem-solving and sound judgement 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 d staff morale
- Interacts professionally and tactfully with others
- Create 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 July 1

The 2021 recipient will be chosen by the MASC/COSCAP Award Committee and will be awarded at the annual state-wide conference in November 2021

Send Completed Nomination Form to:

Barbara Emerick, COSCAP Chair
 Uxbridge Public Schools
 9 North Main Street
 Uxbridge, MA 01569
 or
 bemerick@uxbridge.k12.ma.us