**COSCAP Executive Assistant of the Year (for 2024)**

**Criteria for Eligibility**:

1. Must be MASC member district
2. 3+ years of experience as Executive Assistant/Recording Secretary
3. Nominated by Superintendent, School Committee Member, or School Administrator
4. Completed Nomination Form must be submitted by the deadline (July 21, 2024)
5. Current Executive Board Members are not eligible

**Deadline Date for Submittal:**

* This will be an annual award beginning with the 2021 school year, and will be awarded at the Annual MASS/MASC Convention in November each year.
* All nomination forms and supporting material must be received no later than the end of the day, FRIDAY, JULY 21, 2024, for the 2024 award.
* Submit nominations to: COLLEEN ANDRADE Chair, [candrade@maynard.k12.ma.us](mailto:candrade@maynard.k12.ma.us)

**Presentation Date for Award:**

* This award will be presented at the MASS/MASC Annual Conference held in November.

**Reviewing and Selection Committee will consist of the following:**

* COSCAP Board of Directors
* 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 continuous 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**

**Executive Assistant of the Year Award 2024**

**Nomination Form**

The Executive 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 executive 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 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
* 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 21, 2024**

The 2023 recipient will be chosen by the MASC/COSCAP Award Committee and will be awarded at the MASS/MASC Annual Conference in November.

**Send Completed Nomination Form to:**

Colleen Andrade COSCAP Chair

Maynard Public Schools

3-R Tiger Drive

Maynard, MA 01754

or

[candrade@maynard.k12.ma.us](mailto:candrade@maynard.k12.ma.us)