



CLASSIFIED SCHOOL

Employee

OF THE YEAR

CSEY Spring 2024 Process

May be modified subject to changes from CDE
NCOE contact: eemmett@napacoe.org

Fall through Feb. 9: Districts select their Classified School Employee of the Year nominee(s)*

- 1) Each District selects and uses an internal process that works for their own goals. Participation in the CSEY process is, of course, optional. You are welcome to use the [Napa County CSEY logo](#), if you wish.
- 2) Districts may forward to NCOE for Countywide consideration up to 9 nominees, one in each of the occupational specialties outlined in the California Dept. of Education CSEY program and the National RISE program. Districts can nominate one person in each specialty, but are not obligated to nominate in each specialty. [See CDE category descriptions here.](#)
 - * **Clerical and Administrative Services** - E.g., attendance clerk, secretary and accountant.
 - * **Custodial and Maintenance Services** - E.g., custodian and groundskeeper.
 - * **Food and Nutrition Services** - E.g., chef, cook and cafeteria worker.
 - * **Health and Student Services** - E.g., nurse and counselor.
 - * **Paraprofessional Services** - E.g., classroom assistant, instructional aide and library assistant.
 - * **Security Services** - E.g., campus security monitor and community outreach assistant.
 - * **Skilled Trades Services** - E.g., carpenter, electrician, plumber, painter and mechanic.
 - * **Technical Services** - E.g., network engineer, technology support and programmer.
 - * **Transportation Services** - E.g., bus driver and dispatcher.
- 3) **Required:** Each nomination put forward to NCOE for the County CSEY program will include **two** items: One **letter** of recommendation from the nominee's supervisor, principal or department head, and a **participation agreement signed by the nominee**. The letter of recommendation should include, in one page or less, insights into what the nominee has brought to your District or school site.
- 4) All materials are **DUE** to NCOE no later than **5 p.m. on Feb. 9, 2024**. Email submissions to Eemmett@Napacoe.org and indicate the District, nominee name and occupational specialty in the subject line.

Eligibility criteria and State application

- 1) To be eligible, a nominee must be a current public PreK-12 employee at a District, charter school or COE. Nominee cannot be a manager or supervisor. Nominee must have been in the occupational specialty for five years, though full-time is not required.
- 2) **If the nominee is selected as Napa County CSEY and moves to the State** competition, the nominator **must** be available and willing to work with the nominee to expand on the following topics in a series of 6 short essays of 250 words each:
 - 1) Work performance;
 - 2) school and community involvement;
 - 3) leadership and commitment;
 - 4) local support (peers, colleagues, etc);
 - 5) enhancement (how does he/she/they work to enhance the image of classified school employees in the community and schools); and
 - 6) any other areas. A head shot photo is also required. NCOE staff will assist with the head shots and formatting of State submissions.

Selection, State nominees and Community Celebration

- 1) **Feb. 12 to March 1:** A selection committee led by NCOE will review the CSEY nominations.
- 2) **On March 4**, NCOE will announce the Napa County Classified School Employee of the Year in each occupational specialty. The selectees will move on to the State competition, and the aforementioned series of short essays must be completed by late March **[date to be announced by CDE]**. NCOE staff will submit the completed nominations to the State by the deadline. State CSEY selections are typically announced in May.
- 4) **In late May, on a date TBA**, NCOE will host the annual **Napa County Most Excellent School Staff community event**, honoring the Classified School Employees of the Year, as well as the Teacher of the Year finalists. Watch your email for the date announcement!