



CLASSIFIED SCHOOL
Employee
OF THE YEAR



NAPA COUNTY OFFICE
OF
EDUCATION

2025 Selection Process

**May be modified as CDE guidelines become available*

Questions? Seana Wagner, NCOE, swagner@napacoe.org, 707.265.2351

Nominees due to NCOE: February 3, 2025

Most Excellent School Staff Celebration: May 21, 2025

Fall 2024 to February 2025:

Districts select Classified School Employee of the Year nominees

- 1) Each district uses an internal process to select their nominee(s).
- 2) Districts are welcome (not required) to use the [Napa County CSEY logo](#) in marketing their internal program.
- 3) Districts may forward to NCOE for county-wide consideration up to nine nominees, one in each of the occupational specialties outlined in the California Department of Education CSEY program. Districts can nominate one person in each specialty, but are not obligated to nominate in each specialty. See [CDE category descriptions](#) (also below).

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) Each nomination put forward to NCOE for the County CSEY program should include:

- **One-page Letter of Recommendation from the nominee's supervisor, principal or department head.** The letter of recommendation should include insights into the positive ways the nominee has supported your district or school site.
- A [Nominee Participation Agreement](#).

4) All materials are **DUE to NCOE no later than 5:00 p.m. on February 3, 2025**. Email submissions to mdrossos@napacoe.org and put district, nominee name and CSEY category in the subject line.

Eligibility Criteria

- Nominees must be a current public school Pre-K - 12 employee at a school district, charter school or COE.
- Nominee cannot be a manager or supervisor.
- Nominee must have been in the occupational specialty for five years, with no minimum full-time equivalent.

CA CSEY Application

If the nominee is selected as Napa County CSEY and moves to the CA CSEY competition, **the nominator must be willing to support the nominee** with the application process:

- Expanding on the following topics in 5 short responses of 250 words each:

1) work performance; 2) school and community involvement; 3) leadership and commitment; 4) local support; 5) other areas deemed exceptional.

- A head shot photo
- A two minute video

****NCOE staff will assist with the video production, head shots and submission of CA CSEY applications.***

February 7 - February 19 NCOE Conducts County-Wide Selection Process

1) February 7 - February 19: A selection committee led by NCOE will review the CSEY nominations.

2) February 24: NCOE will announce the Napa County Classified School Employee of the Year in each occupational specialty.

3) February 24 - March 28: The county-wide honorees will move on to the CA CSEY competition. **The short essays, photo and video are due to NCOE by 5:00 p.m., March 28, 2025.** Email submissions to mdrossos@napacoe.org and put district, nominee name and CSEY category in the subject line.

4) April: NCOE will submit to CDE all Napa County CSEY applications. The exact date is TBD, subject to the CDE deadline.

5) **May 21, 2025** NCOE will host the annual Most Excellent School Staff community event, honoring the finalists and honorees for both the Napa County Classified School Employees of the Year and Teacher of the Year.