



CLASSIFIED SCHOOL
Employee
OF THE YEAR



NAPA COUNTY OFFICE
OF
EDUCATION

2026 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 2, 2026

Most Excellent School Staff Celebration: May 13, 2026

Fall 2025 to February 2026:

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 2, 2026**. 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 6 short responses of 250 words each:

1) work performance; 2) school and community involvement; 3) leadership and commitment; 4) local support; 5) Enhancement of classified school employees' image in the community and schools; 6) Other areas of excellence.

- A head shot photo
- A two minute video

****Please contact NCOE staff if you have questions about the video production, head shots and submission of CA CSEY applications.***

Timeline for NCOE County-Wide Selection Process

- February 2, 2026: District nominees are due to NCOE. Email submissions to mdrossos@napacoe.org and put district, nominee name and CSEY category in the subject line.
- February 13 - February 20: A selection committee led by NCOE will review the CSEY nominations.
- February 24: NCOE will announce the Napa County Classified School Employee of the Year in each occupational specialty.
- February 24 - March 13: 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 13, 2026.** Email submissions to Elizabeth Emmett, eemmett@napacoe.org, and put district, nominee name and CSEY category in the subject line.
- April: NCOE will submit to CDE all Napa County CSEY applications. The exact date is TBD, subject to the CDE deadline.
- **May 13, 2026** 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.