District 300 Foundation
Distinguished School Employee of the Year
Award 2026/2027

Purpose of the Award

The District 300 Foundation for Educational Excellence seeks to enhance and extend learning opportunities for all District 300 students. A child's District 300 learning experience can be enhanced by the exceptional efforts of District employees whose job description does not meet the criteria of the Distinguished Educator Award program. By honoring a District 300 school employee who best meets the criteria of this award, it is hoped that such excellence will serve as an inspirational example.

Nomination Process

Each school in District 300 is encouraged to biennially establish a nominating committee of no less than three staff members to select an exemplary school employee most deserving of the nomination.

Applications can be found on the Foundation website www.d300foundation.org. The nominating committee will need to complete the online application by **Friday, December 18, 2026.** Late submissions will not be accepted. Questions regarding the process should be directed to Monica Giacomino, Foundation Assistant, at: monica.giacomino.int@d300.org

Nominee Qualifications

- The nominee must be a *District 300 employee* with at least 3 years of service within District 300 at the time the nomination is made, and be at least 3 years from anticipated retirement.
- The nominee should display professional excellence, innovativeness, dedication, and/or any other quality that contributes toward an enhanced/enriched District 300 student learning experience.
- The nominee should demonstrate through daily practice, an understanding of the needs of learners in his/her area of job responsibility.
- By example, the nominee should inspire colleagues to work towards the same level of high performance and a willingness to share his/her expertise.
- Employee nominees include the following:
    - Para educators, custodians, security officers, nurses, media paras, registrars, attendance clerks, family liaisons, school resource officers, bookkeepers, secretaries/assistants, family school liaisons, buildings/grounds, central office staff and technology.

Selection Process

The Selection Committee will consist of at least one member of the Board of Trustees of the District 300 Foundation for Educational Excellence and three volunteers.

Presentation

All Nominees will be honored at the annual awards ceremony on Wednesday April 14, 2027. The Foundation will then announce who has been selected as the 2027 D300 Foundation for Educational Excellence Distinguished School Employee of the Year.

** A preview of the questions appear on the next page **

Application preview:

DO NOT include the nominee's name or school in your answers.
Applications are judged blindly.

PLEASE read ALL questions prior to completing to avoid repeating information.

Each question should be answered in 500 words or less.

Tip – Write about the great things this nominee has done. Engage the reader. WHAT would make them WANT to go out of their way just to meet this person?

1. Give examples how the nominee's work performance contributes toward an enriched and/or enhanced learning environment for students. (30pts)

2. Cite examples of how the nominee's work performance lends vital support to the staff of the school. (25pts)

3. Give examples of the interaction the nominee has with staff and students (20pts)

4. Please summarize with any other information, including current and past activities that may help the selection committee. (15pts)

Other information (10pts)
Nominee name, base school, position, years with District 300, Colleges/Universities attended, past awards, professional organizations/societies nominee is a member of.

All nominations must be completed using the Google form found on the Foundation's website.