



2023  
Classified Employee of the Year  
Awards Program

NOMINATION FORMS

Due Date: Wednesday, April 12, 2023

# Capistrano Unified School District

## 2023 Classified Employee of the Year

### Nomination Categories

#### **Nominations**

There are 9 nomination categories, and they are: Clerical and Administrative Services; Custodial and Maintenance Services; Food and Nutrition Services; Health and Student Services; Paraprofessional; Security Services; Skilled Trades; Technical Services; and Transportation Services. Nominees must be a classified employee of the Capistrano Unified School District (preschool through grade twelve) including all schools and central office departments. In order for nominees to be considered for 2023 Classified Employee of the Year, each candidate and their supervisor must sign the nominee information form. **Nominations must be for an individual** in the category. Group/department nominations will not be considered.

#### **Who Can Nominate**

Nominee Recommendation Forms can be from the superintendent, a school or District administrator, supervisor, colleague, student, parent, employee organization officer, or civic leader.

#### **Candidate Eligibility**

1. Current Capistrano Unified School District classified employees
2. Rank and file employee, not management or supervisory position
3. Minimum of **five** years of service in category

#### **Nomination Forms**

The fill-in forms must be downloaded and saved to a folder or your desktop before data entry begins. The forms contain text and numeric fields for data entry. Use the TAB key to advance from field to field.

**No additional attachments will be accepted. Only information included on the nominee form will be evaluated by the selection Committee.**

#### **Nominee Information Form**

The one-page *Nominee Information* form collects the candidate's classified staff category, nominee's contact information, and supervisor's contact information. **The nominee's signature certifies that the content of the application is complete and accurate.** This form must be turned in with the *Nomination Recommendation Form* and must be for an individual, not a group or department.

#### **Nominee Recommendation Form**

The essence of the nomination is the *Nominee Recommendation Form* that should document the qualities and performance that make the nominee an exemplary candidate for Classified Employee of the Year. This recommendation should demonstrate how the nominee exceeds the basic requirements of their job.

The content of the Nominee Recommendation should focus on the nominee's work performance, school community involvement, leadership and commitment. **Each nominee recommendation is limited to one page.**

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### Nomination Categories

#### **Ceremony**

Nominees will be honored at the annual Classified Employee of the Year Awards Ceremony at 5:00 p.m. on Monday, May 2, 2023 in the Capistrano Valley High School Theater.

#### **Nomination Deadline**

**Nominations must be received by Human Resource Services by 4:30 p.m. on Wednesday, April 12, 2023.**

The forms may be mailed to Human Resource Services through District mail, or scanned and emailed to Jennifer Fojas [jafojas@capousd.org](mailto:jafojas@capousd.org) with the subject: 2023 Classified Employee of the Year Nomination.

#### **Contact Information**

Jennifer Fojas  
Human Resource Services  
Capistrano Unified School District  
33122 Valle Road  
San Juan Capistrano, CA 92675  
949-234-9409  
[jafojas@capousd.org](mailto:jafojas@capousd.org)



# Capistrano Unified School District

## 2023 Classified Employee of the Year

### Nomination Categories

<b>Clerical &amp; Administrative Services:</b> <i>Examples not limited to:</i>	<b>Security Services:</b> <i>Examples not limited to:</i>	<b>Transportation Services:</b> <i>Examples not limited to:</i>
Account Clerk or Technician	Campus Supervisor	Dispatcher
Activities Account Clerk	Locker Room Attendant	School Bus Driver
Assistant Buyer	Opportunity Assistant	School Bus Inspector
Attendance Clerk	Student Supervisor	State-Certified Trainer/Instructor
Benefits Technician		Transportation Inventory Storekeeper
Bilingual Clerk		Transportation Route Planner
Buyer/Planner		
District Receptionist	<b>Health &amp; Student Services:</b> <i>Examples not limited to:</i>	<b>Food &amp; Nutrition Services:</b> <i>Examples not limited to:</i>
District Registrar	Behavior Intervention Assistant	Food Service Worker
Enrollment Services Clerk	Bilingual Community Services Liaison	Food Service Elementary Cashier
Enrollment Technician	Bilingual Special Programs Liaison	Food Service Professional
Facilities Planning Technician	Braille Transcriber	Lead Food Service Professional
Guidance Technician	Early Intervention Specialist	Lead Warehouse Worker-FS
Instructional Materials Specialist	Health/Office Assistant	
Intermediate Office Assistant	Interpreter for Hearing Impaired	<b>Custodial &amp; Maintenance Services:</b> <i>Examples not limited to:</i>
Lead Warehouse Worker	Job Technician	Custodian
Media Clerk or Technician	Licensed Vocational Nurse	Grounds Equipment Operator
Office Manager	Mental Health & Behavior Support	Groundskeeper
Payroll Specialist	Nursing Specialist	Heavy Equipment Operator
Personnel Assistant		Irrigation Specialist
Registrar		Maintenance Planner
Risk Management Technician		Pesticide Applicator Technician
School Clerk, Receptionist, Secretary		Pool Maintenance Technician
Senior Staff Secretary	<b>Technical Services:</b> <i>Examples not limited to:</i>	Storekeeper
Special Education Legal Specialist	Electronic Assistant	
Special Projects Grants Tech	Electronic Specialist	
Storekeeper/Delivery Driver	Information Systems Specialist	
Theater Manager	Lead Programmer/Analyst	<b>Skilled Trades:</b> <i>Examples not limited to:</i>
	Research/Evaluation Analyst	Bindery Worker
<b>Paraprofessionals:</b> <i>Examples not limited to:</i>	Technology Assistant Specialist	Carpenter
Childcare Provider	Technology Support Specialist	Electrician
IBI Assistant/Tutor	Theater Technician	Glazier
Instructional Assistant	Training/User Support Specialist	Heating and Air Conditioning Asst.
Literacy Intervention Assistant	User Support Specialist	Heavy-Duty Mechanic
Occupational Therapist	Web Master	HVAC & Refrigeration Tech
Paraeducator		Locksmith
Physical Therapist		Mechanic
Preschool Teacher		Painter
Speech & Language Pathologist		Plumber
		Reprographics Technician
		Senior Press Technician
		Welder



# Capistrano Unified School District

## 2023 Classified Employee of the Year

### Nominee Information

#### Nominee Category

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Clerical & Administrative Services | <input type="checkbox"/> Paraprofessionals         | <input type="checkbox"/> Security Services       |
| <input type="checkbox"/> Food & Nutrition Services          | <input type="checkbox"/> Health & Student Services | <input type="checkbox"/> Transportation Services |
| <input type="checkbox"/> Custodial & Maintenance Services   | <input type="checkbox"/> Technical Services        | <input type="checkbox"/> Skilled Trades          |

#### Nominee Information

Mr.  Ms.  Mrs.  Dr.

\_\_\_\_\_  
Nominee Name

\_\_\_\_\_  
Nominee Title

\_\_\_\_\_  
Work Site Name

\_\_\_\_\_  
Work Site Mailing Address

\_\_\_\_\_  
Work City and Zip Code

\_\_\_\_\_  
Work Area Code / Phone Number

\_\_\_\_\_  
Work Email

\_\_\_\_\_  
Years in Current Position (min. 5 years in category)

\_\_\_\_\_  
Supervisor's Name

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Supervisor's Email

\_\_\_\_\_  
Supervisor's Area Code / Phone Number

#### Nominee Certification

\_\_\_\_\_  
Pronunciation of Name

I certify that the content of this application is complete and accurate. I give my permission for the Capistrano Unified School District to share all or any part of this application with persons interested in promoting the Classified Employee of the Year Program.

\_\_\_\_\_  
Nominee's Signature

\_\_\_\_\_  
Date

#### Nominator Information

\_\_\_\_\_  
Nominated By

\_\_\_\_\_  
Nominator Title

\_\_\_\_\_  
Area Code / Phone Number

\_\_\_\_\_  
Email



# Capistrano Unified School District

## 2023 Classified Employee of the Year

### Nominee Information

Only information included on this page will be evaluated by the Selection Committee. Additional attachments will not be considered.

#### Work Performance

#### School /Community Involvement

#### Leadership /Commitment

#### Above and Beyond (with examples)