

COSCAP Executive Assistant of the Year Award Nomination

The Executive Assistant of the Year Award, sponsored by the Massachusetts Association of School Committees, is designed to bring recognition to the valuable work that secretaries and administrative assistants do in our schools. This award will recognize an outstanding individual who has succeeded in providing high-quality performance in a variety of school-office settings. Applicants will have demonstrated excellent leadership, commitment to staff and students, service to their communities, and contributions to the overall school experience.

Name of Nominee: _____

District: _____

District Address, City/Town/Zip: _____

Relationship with Nominee: _____

How long have you worked with Nominee: _____

Please tell us why you are submitting this nomination: _____

Use another sheet if necessary

CRITERIA

Quality of Work, Dependability, and Collaboration

- Consistently produces the highest quality of work in an efficient manner meeting all deadlines
- Communicates effectively orally and in writing
- Shows initiative and willingness to learn new techniques relating to job description
- Provides direction and/or focus to achieve the school's goals as a member of the school staff
- Models continuous professional growth
- Assists others in professional development that focus on workplace productivity
- Balances management tasks with an eye on teamwork
- Utilizes effective problem-solving and sound judgment techniques
- Performs a multitude of tasks with little or no supervision

Personalization and Relationships

- Assists in establishing and maintaining a positive school climate that reflects high student and staff morale
- Interacts professionally and tactfully with others
- Create a positive atmosphere in all interactions with others
- Adapts well to the needs of the public when confronted with new and unusual situations
- Models values, beliefs, and attitudes that inspire others to higher levels of performance
- Assists in developing and maintaining dialogue with representatives of diverse community groups

Name of Nominator: _____

Position of Nominator: _____

Signature of Nominator: _____

Email Address of Nominator: _____

Telephone Number of Nominator: _____

Date: _____

CRITERIA FOR ELIGIBILITY:

1. Must be MASC member district
2. 3+ years of experience as Executive Assistant/Recording Secretary
3. Nominated by Superintendent, School Committee Member, or School Administrator
4. Completed Nomination Form must be submitted by the deadline
5. Current Executive Board Members are not eligible

Nomination Deadline for submission is **JULY 21, 2024**

The 2024 recipient will be chosen by the MASC/COSCAP Award Committee and will be awarded at the MASS/MASC Annual Conference in November.

Send completed Nomination Form to:

Send Completed Nomination Form to:
Colleen Andrade COSCAP Chair
Maynard Public Schools
3-R Tiger Drive, Maynard, MA 01754
or
candrade@maynard.k12.ma.us