

Senatobia Municipal School District Employee Excellence Award (Employee of the Month)

There are a lot of people in our school district who work really hard and go above and beyond the call of duty every day. Superintendent Jay Foster charged Assistant Superintendent Bernice Jackson with devising a recognition program to appreciate and honor employees for the exemplary work they do. The following are the guidelines/criteria for the SMSD Employee Excellence Award (Employee of the Month):

- The SMSD administrative team will award the Employee of the Month Award each month during the school year (September through May).
- The award recognizes district employees who exemplify the district's vision, mission, and core values.
- Only one employee will be selected for this prestigious award each month.
- The only employees not eligible for this award are the superintendent, central office administrators (cabinet members), and the members of the school board.
- Anyone can nominate an employee who goes above and beyond the call of duty. One will have to complete the recognition form to nominate an employee.
- Nominations must be submitted on the Friday before the school board meets.
- Full-time and part-time employees are eligible for nomination, but employee must have been active for a minimum of six months. Nominations can be made for any employee serving in the district, including principals, teachers, teacher assistants, custodians and maintenance staff, nurses, counselors, cafeteria workers, bus drivers and transportation staff, and secretaries/receptionists.
- Winners will be presented with a certificate at the monthly board meetings. The monthly winner will take a photo with the superintendent and a board member. The Employee of the Month will also be gifted with a donation from a local business entity.
- A committee comprised of superintendent and central office administrators will review nominations and choose the monthly winner.
- Any nomination not selected in the current month will be considered in the next review.

Suggested Qualities for Nomination:

- Employee should demonstrate excellence in his or her job.
- Employee should be a good team member and demonstrate an attitude of cooperation and support with colleagues and staff.
- Employee should have made a significant contribution to the school district and/or employees/students.
- Employees should enthusiastically support the mission and vision of the SMSD.

