

**Hamilton Township Township School District
(For Website)
Staff Member of the Month**

The Hamilton Township Board of Education recognizes that teachers and support staff play an integral role in creating an environment of academic excellence that is both safe and supportive for the students of the Hamilton Township School District.

In an effort to honor and recognize the dedication and hard work of our teachers and support staff, we have developed the HTSD Staff Member of the Month Program. These outstanding individuals will be recognized monthly for their efforts in making the Hamilton Township School District an outstanding school district.

The HTSD Staff Member of the Month Program will recognize one staff member per campus each month during the school year. Eligible staff members will include Teachers, Media Specialists, Nurses, Guidance Counselors, Secretaries, Transportation Staff and Bus Drivers, Custodians, Para Professionals, Health Office, Technology Staff, Grounds Maintenance Workers, Cafeteria/Food Service Workers, Child Study Team Members, and Security Personnel.

Criteria

The award will be given each month during the school year. Once nominations are received, they remain active for one calendar year. To be eligible, a school system employee must have demonstrated specific examples of each of the following:

- Displays outstanding performance in work site or job-related tasks.
- Shows a high degree of willingness to assist other staff members and/or students.
- Contributes a positive influence in the school or department.
- Performs consistently with a high degree of professionalism.

The HTSD Staff Member of the Month Program will be nominated by the school community and selected by an ad-hoc committee appointed by the Board of Education. The committee will be composed of two (2) Board of Education Members, two (2) administrators, two (2) parents, and the Superintendent or designee.

All eligible staff members shall only be selected as the HTSD Staff Member of the Month one time during the school year.

Procedures

1. Nominations will be accepted until the first of each month for announcement at the Board Meeting of that Month (i.e. Nomination received by October 1st; announcement made at the October Board Meeting).

2. Members of the school community will nominate eligible staff by submitting the HTSD Staff Member of the Month Nomination Form. <https://forms.gle/8EMGMBT1DgtC4aGB6>

3. The HTSD Staff Member of the Month ad-hoc committee will meet each month to review and select candidates to be announced at the subsequent Board Meeting.