# Purpose:

***To focus attention on the exemplary, and in doing so, elevate the educational office profession overall and establish a high standard of excellence.***

# Eligibility:

The candidate must have been employed at KSDE as an Educational Office Professional for a minimum of 3 years.

Nominations may be submitted by **any** KSDE employee.

# Guidelines – Nomination paragraph should include the following points, if applicable:

1. To recognize individuals who demonstrate the highest level of professionalism and commitment.
2. To celebrate individuals who exemplify the Educational Office Profession’s highest standards.
   1. Participate in ongoing professional learning
   2. Accept responsibility
   3. Have a sense of ownership of their work
   4. Maintain a collective networking spirit
   5. Maintain high standards of ethics and integrity
   6. Maintain high standards of performance
   7. Demonstrate responsiveness to the needs of others
   8. Teach others
3. Deadline for nominations is April 4, 2025
4. Nomination forms may be submitted electronically or by paper copy to:

**Pat Bone at** [**pat.bone@ksde.gov**](mailto:pat.bone@ksde.gov) **or drop off to Pat located on the 6th Floor near the south elevators.**

**Presentation of Award –** The Awardee will be presented the Distinguished Service Award during the Administrative Professionals Day recognition ceremony.

# Name of Candidate: \_

**Candidate’s Division: Team:**

**Reason(s) for Nomination (please limit to 2 pages):**

**Your Name: Your Signature: Office Phone:**

**Date:**