

Academy for Academic Excellence Employee of the Quarter

The Lewis Center for Educational Research (LCER) will recognize employees for outstanding job performance serving the children of the Academy for Academic Excellence.

Four (4) employees will be selected each quarter for recognition from the following categories:

- Teacher – Elementary, K – 6th Grade (full time and part time)
- Teacher – Middle / High School (full time and part time)
- Classified – Full Time (non-teaching, non-supervisory staff)
- Classified – Part Time (non-teaching, non-supervisory staff)

Recognition Criteria

- Is a team player, often participating in cross-functional teams, and often offers to help others.
- Provides excellent customer service, internal and external, to co-workers, students, parents, and the community.
- Exemplifies and supports the mission of the Lewis Center.
- Takes initiative to continuously engage in professional self-improvement.

Nomination / Selection Criteria

- Nominations submitted by any school staff or member of the community online through the Lewis Center [website](#), or in writing or [email](#) via [official form](#). Official forms may downloaded from website and sent via email to either snewman@lcer.org, or bgupta@lcer.org. Official forms may also be printed from website and submitted to the following designated school site locations: School Offices for Thunderbird Campus, Mojave River Campus Elementary and Middle/High School, or Human Resources. Quarterly nominations for the school year are due by noon, November 22, February 28, and May 23. All nominations turned in via the official form must be turned in to the designated school site location by noon on the deadline date in order to be considered. The nomination committee will meet promptly subsequent to the deadline.
- Selection committee will consist of one volunteer representative from each of the following:
 - ◆ School Board
 - ◆ Administration
 - ◆ Certificated – Elementary, K – 6th Grade
 - ◆ Certificated – Middle/High School
 - ◆ Classified
 - ◆ Parent Volunteer
- Principal will nominate staff to serve on the committee for one (1) year, beginning August of each year. Staff volunteers may serve on the committee for no more than two (2) consecutive years.

Acknowledgment

- Digital photos of Honorees (at the discretion of employee), along with description of recognition, will be placed on Lewis Center website for the quarter.
- Photos, along with description of recognition, will be displayed on school site employee recognition bulletin boards for the quarter.
- Announcement of Honorees in school newsletter.
- Official School Board certificate will be presented to each Employee of the Quarter at the School Board meeting.
- Each honoree will be officially recognized via an official engraved award at the quarterly All-Staff Meeting.

Everyday Hero Award

- All Employees nominated for Employee of the Quarter will be recognized as an Everyday Hero.
- Everyday Hero awards will be presented via certificates at the quarterly All Staff meeting and their names and acknowledgements displayed online for the quarter.