

Norton Space & Aeronautics Academy (NSAA) Employee of the Quarter

The Lewis Center for Educational Research (LCER) will recognize employees for outstanding job performance serving the children of the Norton Space & Aeronautics Academy.

One (1) employee will be selected each quarter for recognition.

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 be 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 NSAA School Office 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 / Classified Staff
 - ◆ 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 photo of Honoree (at the discretion of employee), along with description of recognition, will be placed on Lewis Center website for the quarter.
- Photo, along with description of recognition, will be displayed on school site employee recognition bulletin board for the quarter.
- Announcement of Honoree in school newsletter.
- Official School Board certificate will be presented to Employee of the Quarter at the School Board meeting.
- Honoree will be officially recognized via an official engraved award at the 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 Staff meeting and their names and acknowledgements displayed online for the quarter.