

Mt. Vernon ISD Employees of the Month and Year general information and process definition. Both the Teachers and Auxiliary Employees of the Month will be recognized at the monthly regular school board meeting. Both the Teachers and Auxiliary Employee of the Year will be recognized at the Employee Appreciation Banquet in the Spring.

Teachers of the Month

The Mt. Vernon Independent School District Teacher of the Month program monthly recognizes two teachers who are representative of all the outstanding teachers the District is privileged to employ. Consistent with the state and national Teacher of the Year processes, the following criteria are used in selecting MVISD's Elementary (K-5) and Secondary Teachers (6-12) of the Month and Year:

- A concern for students and the capability to inspire them.
- A pattern of strengthening the teaching profession through such roles as working cooperatively with peers, mentoring, and serving as a leader.
- A dedication to professional development, as both a learner and a leader and the desire to stay informed of current educational theories and practices.
- A history of making significant contributions to the educational community outside the classroom and to the community at large, playing active roles in service-oriented involvement.
- The willingness and ability to be a spokesperson for public education.

Teachers of the Year

The same criteria for Teachers of the Month apply to Teachers of the Year with the addition of the following:

- Teachers of the Year will be chosen from the pool of Teachers of the Month winners for that school year that meet the criteria.
- Plans to remain in Mt. Vernon ISD during the coming school year.
- Complete the Teacher of the Year packet and return by designated date.
- Commitment to moving through the Region 8, Texas and National Teacher of the Year process if selected at those levels by required deadline.
- No previous "Teacher of the Year" winner shall be eligible for the award for a period of three years. Teacher of the Year must have been employed by the district for 3 consecutive years and can include the year of the recognition.

Nominations

- Nominations for the Teacher of the Month award will be made by peers on a monthly basis.
- The nomination should contain the required items listed on the form and be submitted to the Human Resource Department by the designated date.
- The person making the nomination shall be responsible for providing additional information regarding a candidate's qualifications if called by the Committee.

- The Human Resource Department or Designee will send out the Monthly nomination form to all District employees via email in an electronic format. The nomination should be returned to the Human Resource Department that will include the following information:
 1. Name of the nominee, their position, and campus;
 2. No more than a single page letter of recommendation citing the match between the nominee and the listed qualifications.

Selection

The Campus Principal will choose the Teacher of the Month based on electronic recommendations by the staff. The Superintendent or Designee will choose the Committee Chairperson and his/her committee will serve anonymously for one year to select the Elementary and Secondary Teacher of the Year. Committee members will be selected by the Chairperson and may not have made a nomination in this category. The Committee will meet at such time and place as deemed necessary by the Chairperson and devise such procedures as necessary to render a final decision.

Auxiliary Employee of the Month

The Mt. Vernon Independent School District Auxiliary of the Month program monthly recognizes one auxiliary employee who is representative of all the outstanding auxiliary employees the District is privileged to employ. Auxiliary staff selected for this award should represent the highest standards of excellence in their field of service, a heart for serving students, and character traits that exemplify high personal and professional standards. The following qualifications are used in selecting MVISD's Auxiliary Employee of the Month and Auxiliary Employee of the Year.

Qualifications

- a. Any auxiliary staff member (clerical, instructional aides, maintenance, custodial, cafeteria, transportation) shall be eligible.
- b. Nominees must have at least three consecutive years of experience (including current year) in Mt. Vernon ISD.
- c. Nominees shall have the appropriate credentials and experience in the position for which they are employed.
- d. No member of the selection Committee or his relations shall be eligible for the award.

Auxiliary Employee of the Year

The same criteria and qualifications for Auxiliary Employee of the Month apply to Auxiliary Employee of the Year with the addition of the following:

- a. Auxiliary Employee of the Year will be chosen from the pool of Auxiliary of the Month winners for that school year.
- b. No previous "Auxiliary Employee of the Year" winner shall be eligible for the award for a period of three years.

Nominations

- a. Nominations for Auxiliary Employee of the Month shall be made by any employee, or the employee's supervisor will make nominations for the award.
- b. The nomination should contain the required items listed on the form and should be submitted to the Human Resource Department by the designated date. The person making the nomination shall be responsible for providing additional information regarding a candidate's qualifications if called for by the Committee.
- c. The Human Resource Department will send out the nomination form to all District employees via email in electronic format. The nomination form must be returned to the Human Resource Department that includes the following information:
 1. Name of the nominee, their position, and campus
 2. No more than a single page letter of recommendation citing the match between the nominee and the listed qualifications.

Selection

The Committee Chairperson will be chosen by the Superintendent or Designee and will serve anonymously for one year to select the Auxiliary Employee of the Month and Year. The Committee members will be selected by the Committee chairperson and may not have made a nomination in this category. The Committee will meet at such time and place as deemed necessary by the chairperson and devise such procedures to render a final decision.