



## **Oregon City Schools/Keller Family Recognition Program Excellence Award Guidelines**

### **Background and Purpose:**

Oregon City School's teachers, administrators, and support staff work with our children and provide a nurturing environment challenging students to succeed and surpass their expectations for learning on a daily basis. In order to recognize outstanding employees in our district for their efforts in meeting the needs of the district, Clay alumni Tom & Jackie Keller and Jeff & Lisa Keller in partnership with Oregon City Schools will be awarding quarterly and annual awards for excellence to teachers, administrators, and support staff. Oregon City Schools is proud of the hard work our employees do each day. This program honors that work and recognizes the outstanding individuals we have at OCS.

### **Employee Award Levels**

#### **Teachers**

- 3 Quarterly Teacher Excellence Awards from elementary
- 3 Quarterly Teacher Excellence Awards from intermediate/junior high combined
- 3 Quarterly Teacher Excellence Awards from high school
- 1 Annual Teacher Excellence Award selected from the nine quarterly winners

#### **Support Staff**

- 3 Quarterly Support Staff Excellence Awards each quarter selected from all classifications
- 1 Annual Support Staff Excellence Award selected from the nine quarterly winners

#### **Administration**

- 1 Annual Administrator Excellence Award selected from nominations throughout the year

### **Awards**

Quarterly Awards: \$100 Gift Visa Card, classroom visit, public recognition at BOE meeting, marquee, and individual award plaque.

Annual Awards: \$500 cash award, award announced and presented at May Board meeting, recognized at annual opening day meeting, public recognition (website, facebook, press release, etc.), individual award plaque

### **Eligibility Requirements:**

Employees who have been employed in the Oregon City Schools a minimum of three years are eligible to be nominated for this award.

**Nomination Process:**

Fellow staff members, students, students' parents/guardians and residents of the district may nominate teachers deserving of this recognition. Nomination forms are available online, at any Oregon School or at the Oregon City Schools' Administration Building.

Please complete the nomination process by filling out the application form and by writing a summary, maximum 500 words, of how your nominee meets the Oregon City Schools Recognition for Excellence Award attributes, which are explained in the following pages.

Only completed application forms and summary explanation will be considered. A selection committee will review the applications and select the recipients. Please submit this nomination form and your statement online or postmarked or mailed to

Oregon City Schools – Employee Excellence Award  
c/o Carol Soncrant  
5721 Seaman Road  
Oregon, OH 43616

Or email to [soncrant@oregoncs.org](mailto:soncrant@oregoncs.org)

Any questions may be directed to Carol Soncrant, Secretary to Superintendent, Oregon City Schools, 419-693-0661 or [soncrant@oregoncs.org](mailto:soncrant@oregoncs.org)