



## Riverside County Association of Educational Office Professionals 2019-2020 Administrator of the Year Nomination Application

### RCAEOP Administrator of the Year Guidelines

The Riverside County Association of Educational Office Professionals selects each year a Riverside County Educational Administrator to be recognized for their achievements in the field of education and their support to the continued growth of their office professionals. Below is the criteria utilized in the selection process. Nominations can be made by any active/current members of RCAEOP.

#### **The Administrator being nominated must:**

- **Candidate must be currently employed as an educational administrator.**
- **Candidate must have been employed as an educational administrator for five (5) years.**
- **Candidate must be supportive of educational office professionals and encourage their professional growth.**

#### **The selection of the Administrator of the Year will be based on the following criteria:**

- |  |            |
|--|------------|
| ● <b>Recommendation of Member</b>  | <b>10%</b> |
| ● <b>Experience in Education Field</b>                                     | <b>5%</b>  |
| ● <b>Membership/Leadership Responsibility in Professional Associations</b> | <b>15%</b> |
| ● <b>Personal Contributions and Achievements in Education</b>              | <b>15%</b> |
| ● <b>Support of Educational Office Professionals</b>                       | <b>45%</b> |
| ● <b>Letters of Recommendation (three letters)</b>                         | <b>10%</b> |

#### **How to Apply:**

- 1) Complete an RCAEOP Administrator of the Year Nomination Application (Typed or printed clearly)
- 2) The nomination must be made by any current/active member of RCAEOP.
- 3) Please include three (3) recommendation letters, along with this application. Basis for selection of nominee: (Example: Letters should include ethics/integrity, personality, courtesy of the administrator and how the administrator supports confidential/classified staff)

**Any inquires about the Administrator of the Year nominations can be directed to  
Cyndee Amezcua: [camezcua@hemetUSD.org](mailto:camezcua@hemetUSD.org)**

**The winner will be announced at Bosses' Night, Thursday, April 30, 2020.**

**Mail all materials to the following address and postmarked by the deadline February 28, 2020**

**RCAEOP Nominations  
Attn: Cyndee Amezcua  
Special Education Administrative Secretary  
Hemet Unified School District  
1791 West Acacia Avenue  
Hemet, CA 92545**



**Riverside County Association of Educational Office Professionals  
2019-2020 Administrator of the Year Nomination Application**

Candidate's Name: \_\_\_\_\_ (Full name)

Address: \_\_\_\_\_  
Street City, State Zip code

Best contact phone number: \_\_\_\_\_

Candidate's Title/Position: \_\_\_\_\_

Candidate's School District Employed by: \_\_\_\_\_

Name of immediate supervisor, if any: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City, State Zip code

Best contact phone number: \_\_\_\_\_

Name of RCAEOP Member: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City, State Zip code

Best contact phone number: \_\_\_\_\_

I certify that the information given in this application is complete and accurate to the best of my knowledge.

\_\_\_\_\_  
RCAEOP Member's Signature

\_\_\_\_\_  
Date