



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

### RCAEOP Office Professional of the Year Guidelines

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

#### **The Office Professional being nominated must:**

- **Candidate must be currently employed as an educational office professional or retired within the past twelve months.**
- **Candidate must have been employed as an educational office professional for a minimum of three (3) years in an education institution, agency, public or private school, college or university.**

#### **The selection of the Office Professional of the year will be based on the following criteria:**

- **Recommendation of Sponsoring Member** **30%**
- **Membership/Leadership Roles in Professional Associations** **30%**
- **Community/Activities/Personal Contributions and Achievements in Education (areas of impact in addition to education)** **15%**
- **Letters of Recommendation (three letters – one letter from supervisor)** **25%**

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

- 1) Complete an RCAEOP Office Professional 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, professionalism of candidate and at least 1 recommendation letter must be from their supervisor)

**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  
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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