



Roseville Joint Union High School District

2019 Classified Employees of the Year General Information

Who may be nominated for the Classified Employees of the Year?

Current classified employee in a California public school, including charter schools, district offices, and COEs. The nominee must have a minimum of five years of service in a nomination category. The nominee may be part-time or full-time.

Who may nominate for this award?

Any certificated or classified employee of the school district, as well as any member of the Roseville Joint Union High School District community.

What are the nomination categories?

There are six nomination categories for the Classified Employees of the Year program:

Child Nutrition—cook, cafeteria worker

Maintenance and Operations—technology support, custodian, electrician, carpenter, groundskeeper, mechanic

Office and Technical—accountant, network engineer, programmer, secretary, attendance clerk

Para-Educator/Instructional Assistance—classroom assistant, instructional aide, library assistant

Support Services and Security—campus security monitor, health aide, community outreach assistant

Transportation—bus driver, dispatcher, mechanic

What is the due date for the nomination form?

The nomination form must be received by 4:30pm on Friday, January 25, 2019. Incomplete or late applications will not be accepted.

Where do I send the nomination form?

Please send nomination forms to:

Diana Christensen, Human Resources
Roseville Joint Union High School District
1750 Cirby Way
Roseville, CA 95661

How will the Classified Employees of the Year be selected?

Each nomination will be screened by Human Resources to determine nominee eligibility. A selection committee will then convene and determine the Classified Employees of the Year based on the nomination form and possible interviews with the nominator and/or the nominee's supervisor. The selection committee will be comprised of representatives from CSEA and the Confidential unit, as well as members of RJUHSD's management and staff.

Each nominee will be judged on selection criteria as determined by the California Department of Education. The criteria includes work performance, school/community involvement, and leadership and commitment. You may read more details about each category at the California Department of Education website, www.cde.ca.gov.

There are no appeals to this process.

Who can I contact with questions?

Please contact Diana Christensen at (916)786-2051 or at dchristensen@rjuhsd.us