



Clovis Unified's highest employee award.

Crystal recipients are **exceptional employees** who illustrate Clovis Unified's very best in striving to meet the district's Aims and Core Values. They make student-centered decisions, educate the whole child, show commitment, exhibit innovative thinking, build partnerships among stakeholders and strive for continuous improvement.

In short, these are people who **go far above and beyond** what is required in their job description. These are people who care deeply and make a measurable difference in the lives of students, a department or a school community.

The award is based on the nominee's overall efforts, and in particular, the work conducted in the most recently concluded school year.

Who is eligible to be nominated?

All current Clovis Unified classified and certificated employees who, by the end of the school year in June for which they are nominated, have:

- Worked in CUSD a minimum of five school years
- Worked in his/her current job at least two years
- Not received any reprimands in the school year under consideration

Who can nominate?

Everyone employed by Clovis Unified may nominate another employee of the district. Employees may nominate as many colleagues as they choose; only one person may be nominated per application form. A community member or retiree may also nominate an employee, however, that person will need to have the nominee's supervisor review and sign the application.

How is a recipient determined?

A judging panel comprised of CUSD employees follows strict criteria in rating nominees for extraordinary work conducted during the school year under consideration. The Judging Rubric is available online for review.

When is the nomination window open?

OPENS: September 1 – Form made available online.

CLOSES: October 15 – Nominations due by 5 p.m.

When is the celebration?

Recipients are announced before Winter Break. The Crystals gala award ceremony is held in February.

WHAT IS ON THE NOMINATION FORM?

Part I: GENERAL

Information about the nominee (name, job description, years at CUSD, contacts).

Part II: CORE VALUES

A full listing of CUSD's identified Core Values is provided. The nominator will select one Core Value that has been consistently demonstrated by the nominee and illustrate through examples and results these efforts in an essay of up to 300 words.

Part III: AIMS

Clovis Unified's vision statement is "To be America's benchmark for excellence in education," and the Governing Board and administration have established three Aims to help accomplish this. These are:

- Maximize achievement for ALL students.
- Operate with increasing efficiency and effectiveness.
- Hire, develop, sustain and value a high-quality, diverse work force.

The nominator will select one Aim that the nominee has advanced forward through his/her exceptional efforts. Using a maximum of 1,000 words, the nominator will provide specific examples, detail of how this was more than what was expected, and convey measurable results of the nominee's work.

Part IV: LETTERS

Gather three letters of support for the nominee from peers, supervisor, community members or students.