

# 2015 Classified School Employee of the Year Application

## 1. Welcome Page

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Congratulations on your nomination for Classified School Employee of the Year!

This application requires basic information about you and your workplace, a resume, letters of recommendation, and three short essay responses.

The [application guide](#) includes a list of the required information and the three essay prompts. Please read through it before beginning your application.

You must submit a resume, three letters of recommendation and a completed [signature page](#). Upload these files as PDFs at the end of the online application.

You may want to download the [Guidance for Letter Writers](#) to share with the people who will write your letters of recommendation.

Your application is due February 16, 2015.

*Please Note: This form only accepts PDF documents and works best if you use Firefox or Internet Explorer.*

## 2. (untitled)

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## Using the Online Application

### How do I save and continue the application later?

You may save and continue your application later at any point once you have entered the required contact information on the following page.

When you want to leave the form, just advance to the next page and click the "Save and Continue Later" button at the top of the page and type in your preferred email. Note: the form will only save up to the previous page.

You will receive a unique edit link to your application via that email address.

Be sure to use this link when you want to continue your application. **IMPORTANT:** If you re-enter the application from the beginning without using this link, you will create a whole new application.

### How do I navigate the survey?

You can navigate back and forth through the survey by using the "Back" and "Next" buttons at the bottom of the page.

**IMPORTANT:** If you use the arrow buttons in your browser, you will be bumped out of the application. You will still be able to access your partially completed application via your unique edit link.

### How does the word count work?

The word count in this form is different than in Microsoft Word. When you cut and paste into the application, the word counts may not match exactly. You may have to edit your response in the form to conform to the application's word count maximums.

### Why does the formatting look different than what I entered?

The form will convert your essay responses to a standard format to make it easier for reviewers to read. For example, the form will not allow indentations. If you want to create breaks between paragraphs, you must do this with a return.

You must submit your application no later than February 16, 2015.

## 3. Nominee Information

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I work in the following Educational Service District (ESD)

*Don't know your ESD? [check out our interactive state map.](#)*

Northwest ESD 189

Please provide the following information about yourself and where you work:

**First Name**

Diane

**Last Name**

Harris

**Current Position**

District Lead Custodian

**Home Email Address**

rpcharris@aol.com

**Work Email Address**

dharris@swsd.k12.wa.us

**Home Street Address**

24495 Old Day Creek Road

**Home City**

Sedro-Woolley

**Home State**

WA

**Home Zip**

98284

**Home Phone Number (with area code)**

360-856-5400

**School Name or District Department**

Custodial Department

**Principal or Supervisor Name**

Mark Campbell

**School District**

Sedro-Woolley

**Principal or Supervisor Phone (with area code)**

360-855-3866

**Principal or Supervisor Email Address**

mcampbell@swsd.k12.wa.us

**4. Nominee Background and Education**

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**Please provide the following information about your background and education.**

**Where or with what level of students do you currently work? (check all that apply)**

- Elementary School
- Middle/Junior High School
- High School
- District Office
- Other: Job Corp, Support Services, Special Services, Transportation

**Please indicate your highest level of education**

Other: Cosmetology

**Education and Training (please begin with the most recent)**

	School or Program Attended	Degree or Certificate Received	Year Graduated
1	Mt. Vernon Beauty School	Operator, Cosmetologist	1982
2			
3			

**Number of years working in education**

25

**Number of years in current position**

12

**Do you plan to continue working in the same position next year? If "no," why not?**

Yes

**Strengths and Areas of Expertise (please check all that apply)**

Other: Support Services%Lead Custodian

Your Race/Ethnicity (please check all that apply)

Caucasian

## 5. Essay Instructions

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### Essay Responses

Applicants for Classified Employee of the Year are evaluated based on their:

Professional biography  
Outstanding work performance  
Professional leadership and collaboration

Please write essay answers to questions and prompts. You may want to write and edit your essays in word and cut and paste them into the form.

Each question has a word limit. Supplemental materials are not allowed.

## 6. Professional Biography

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### PROFESSIONAL BIOGRAPHY

Why do you work in education? How did you prepare for your career? What are your biggest accomplishments? (Maximum word count: 400)

Professional Biography

Working in the field of education gives me the feeling of fulfillment and accomplishment. It is about touching a child's life. It becomes a passion. It is about being human, respecting others, loving life, being professional, having total support from my family, and willing to give it your all.

Growing up and living in Sedro-Woolley I have worked in the community and volunteered since graduating from Sedro-Woolley High School. I spent nights and weekends making costumes for a school play, helping with school functions, being the team mom for every sport our sons played and P.T.A. I prepared for my career by volunteering and staying involved. I had a very successful business, but found I had a desire to work with students in the education field, where I found it through the classified department.

While working in the Food Service Department, then Support Services, I educated myself receiving many certificates for completion in Health and Safety Training, Clean & Healthy Disinfection & Decontamination Program, Conflict Management Skills for Women, Cleanliness is next to Healthiness and many more.

My biggest accomplishments have been taking our Custodial Department to a new standard's level. Training and educating my staff on safety and sanitation techniques and why it is so important to have a clean, safe environment for our staff and students to learn and succeed have been my primary goal.

My involvement in P.S.E. for the past 25 years at the local and state levels where holding offices and committee work have provided me with leadership, support and long-term friendships. I was a member of our District's Strategic Planning Committee – vision/mission, goals and action plan. Creating the mission statement "Every student graduates with the knowledge and skills for future learning and success". I had the honor of receiving the Louise Sublette Award for my involvement with children and teaching the importance of child nutrition. And I celebrated the successful passages of school bonds and levies as an active member of the Sedro-Woolley Citizen's Committee.

With the recent completion of our new middle school, I had the opportunity to participate in the planning, construction and purchasing of custodial equipment, supplies and placement. Orchestrating the movement and working with the site director. While working with and evaluating District students who made wrong choices, I supported and worked with them through the school and court system to complete their community hours.

## 7. Outstanding Work Performance

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## **OUTSTANDING WORK PERFORMANCE**

**How do you exceed expectations? Please provide specific examples of how your work has improved student achievement. (Maximum word count: 800)**

### Outstanding Work Performance

Holding the position as Lead Custodian I work with every department in the District, from the District Office to the Bus Garage, providing an environment where students can excel. I have a passion for every job I do and every student in Sedro-Woolley, big or small so whatever task I am assigned or volunteer to do, I want to finish knowing I have given it my all.

I work with students in our District that have made poor choices, helping them fulfill community hours either through our District or the court system. I have a very special situation that stands out in my mind. A young man came to me that was arrested for stealing and had several hours of community hours to complete. I found that most of his problem was he just needed some positive attention and a little spending money. This young man was a hard worker and never complained, no matter what the task. Even putting seven extra community service hours on the job. I was so proud to be able to give him excellent marks and report what a joy he was to work with. He left with a big smile on his face and thanked me for putting up with him during our work together. I wished him good luck and said I would love to see him again under better circumstances. We talked a lot about preparing him for the workforce and what employers were looking for in their employees. I think I got through. Recently I took our work van into the local tire store. When I got out of my van this nicely groomed young man came running out with a big smile on his face and asked me "can I help you?" Once I saw that smile, I knew that I had "got through." With this experience I have learned that "Kids don't care how much you know, they want to know how much you care".

We had an elementary school that had been vandalized on a Friday evening. When the teacher came into catch up on some work the next morning and found her classroom had been sprayed with fire extinguishers. She called 911, principal and then myself to tell us what a mess she was facing and wanting to know what she should do. I could tell by her voice that she needed help. I drove up to the school and found that we had a big mess. The insurance company would not be able to send someone out until Monday morning. Well Monday morning was not going to work... We had students coming in and the last thing they needed to see was that their room had been destroyed. Together the teacher and I pulled up our shirt sleeves and went to cleaning. By Sunday afternoon the classroom was back in order and ready for class. Yes I felt I had a part in their learning that weekend. I was invited back to her classroom that Monday morning and when I walked in the students started clapping. I received the biggest thank you for helping their teacher get all of their things cleaned up so they could have class that morning. Still today when I visit this classroom the teacher will tell her students about our weekend together, when I was the teacher and teaching her how to clean and she was the custodian learning how to clean.

## **8. Professional Leadership and Collaboration**

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## PROFESSIONAL LEADERSHIP AND COLLABORATION

Why should educators collaborate? How do you know when to take the lead on a project and when to support someone else? Please tell us about a time you took on a leadership role AND a time you collaborated with one or more groups (for example, teachers and parents). (Maximum word count: 800)

### Leadership and Collaboration

Collaboration is and has been the key to any task or project I have facilitated for the District, students or staff members. Everyone involved must collaborate in order to complete the project and deem it a success. My goal is to envision the project, accomplish the project, and celebrate the project as a team!

When I see a need in a classroom, building, or District, I approach it as a part of the team. Often these needs are outside the custodial department's responsibility. As an example, one of our elementary schools was in dire need of a face lift. It was not as inviting as it once was, with the old worn gray paint and lack of character. The school was becoming the weekly canvas for graffiti creating extra work for the custodian and myself and a disappointment for the community.

Mentioning my vision to my supervisor and the school's principal, I got the, "It sounds great Diane but how would we fund this?" The parent group got word of it and jumped on board. What can we do to help make this happen? I received tremendous community and District support. I was fortunate enough to have one of our student's parents work for our local Home Depot store, he approached his manager asking the company to donate the paint for this large project. It was a yes! Now my work was to begin – I needed to provide a plan of action to make all of this come together. What are the colors going to be? How many gallons of paint are we going to need for a job like this? Time lines? And who and how are we going to get all of this paint on the school and gym?

It was incredible... Home Depot donated all of the paint and volunteered help from their employees. With my supervisor's expertise in maintenance and architect's advice, we were on the road to transformation. This would be a summer project. With cooperating weather and all of the help from our maintenance and custodial departments, it turned out to be a total success. Not only had we put a bright new face on the campus buildings, the Custodial Department had the confidence they could do anything it put its mind to. Working with Home Depot, custodial, maintenance, and the community that summer was rewarding, but not as rewarding as the words that came from a 2nd grade student as he got off the bus that first day back to school, "Look they bought us a brand new school!" Those were words of success. We have not had one ounce of graffiti on our school or gym since. Those are the results of being a team.

This project started a new way of thinking in our District.... Our custodians, staff and students now love transforming their classrooms and buildings. I assist in creating a work order system that any staff member can submit projects for their building, from painting a classroom to the set up for a benefit dinner.

I received a call from a high school teacher last year asking me if I would be willing to work with a student on her senior project. She had the high school student contact me to share her wonderful project idea. She wanted to make a nook with benches for students to socialize where they had previously sat on the floor in front of the lockers that were removed. I told her she would need to put a plan of action together, this being part of her project. She contacted the A.S.B. Department for funding the benches to be built. Later she contacted me to help her pick colors and to purchase the paint. The following Saturday morning I received a phone call, she needed my help. Could I give her a crash course in painting, it was an incredible experience. Not only did I teach her how to paint, she taught me the importance of staff support. When rinsing out her paint brushes she shared how proud she was of her accomplishment. Her Senior Project was such a hit with all of the students and staff, we now have benches lining the halls where all of the old lockers stood. It is so pleasant to walk down the halls with the nicely painted benches and the walls adorned with art work provided by students.

The team....we plan, work and celebrate the successes of us all. That is collaboration!

## 9. (untitled)

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### Resume

Please upload a copy of your resume.

PDF format

up to 1 MB

up to 2 pages

[Harris Resume 2.9.15.pdf](#)

## Letters of Recommendation

Please upload three letters of recommendation. Each letter should:

- Be one page in length (Letters over one page will only have the first page reviewed).
- Be on letterhead (letters from students/parents are exempted from this requirement) and have a signature.
- Be a PDF and no more than 1 MB in size.

Please Note: The first letter must be from your supervisor.

Letter writers should:

- Address your professional biography, outstanding work performance and leadership and collaboration.
- Provide specific examples of how your actions have made students more successful.
- Share what distinguishes you from your peers.

### Letter 1

Please upload a letter from your supervisor.

[Letter of Rcommendation Diane Harris Feb 2015 PSE Employee of the Year.pdf](#)

### Letter 2

Please upload a letter from a colleague, student, parent or community member.

[Harris\\_Mark Venn Ltr of Rec\\_Feb 2015.pdf](#)

### Letter 3

Please upload a letter from a colleague, student, parent or community member.

[Harris\\_Teresa Moody Ltr of Rec\\_Feb 2015.pdf](#)

## Signature Page

To complete your application, you need to:

1. [Download the signature page](#) (if you haven't already).
2. Sign it.
3. Have your principal or supervisor and district superintendent sign it.
4. Scan it to create a PDF (you can do this using a networked copier or a smart phone app or by going to your local office store).
5. Upload it into the question below.

Please upload your completed signature page

[Harris\\_Signature Page.pdf](#)

I verify that my letters of recommendation and the signature page I uploaded contain all required signatures. I acknowledge that if my documents are not signed, my application is considered incomplete.

Yes

**10. Thank You!**

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Thank you for applying for Classified School Employee of the Year, Diane.

We sent your application to the [regional coordinator](#) at your local ESD. You will now compete against other applicants for your ESD's regional nomination.

Please visit [our website](#) to learn more about Washington's award winning educators and schools.

Contact [Hilary Seidel](#), Statewide Recognition Coordinator, with any questions or comments.