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## **SCOE Compass Award Nomination Form Instructions**

The Solano County Office of Education (SCOE) has created a new award. The SCOE Compass Award is an attempt to recognize employees who exemplify the SCOE culture by following the Guiding Principles of Collaboration, Support, and Leadership.

We value these Guiding Principles and endeavor to recognize our employees who honor our guiding principles throughout their work each day.

We encourage all SCOE employees to nominate any SCOE employee, peer or supervisor who they feel exemplifies our Guiding Principles.

An example of someone worthy of recognition might be a para-educator who works well with the teacher, students, and school site teams to support inclusive practices. Someone who leads under his/her job description, comes to work every day on time, communicates well with the teacher and/or staff, anticipates the needs of the classroom and responds appropriately within his/ her role. Collaborates in a positive, supportive and consistent way.

The things we want to see, recognize, reinforce, and acknowledge related to leading, collaborating and supporting from wherever you are in the organization.

This is an award for anyone and can be nominated by anyone. To nominate someone, please fill out all 3 sections of the SCOE Compass Nomination Form and email it to the SCOE Human Resources division at [HumanResources@solanocoe.net](mailto:HumanResources@solanocoe.net).