

San Antonio Independent School District  
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*Human Resources Department*

**FOR  
INFORMATION  
ONLY**

**TO:** Principals and Department Heads  
**FROM:** Toni Thompson, Associate Superintendent  
**SUBJECT:** **Great Employees Modeling our Standards (G.E.M.S.)**  
**DATE:** August 26, 2019

Title of Event:	<b>G.E.M.S. Awards</b>
Description:	Full time Paraprofessional and Classified employees are eligible to be nominated by campus and department staff for going above and beyond modeling our SAISD Core Values. Each month, the Principal or Department Head will select the G.E.M.S. of the Month and recognize him/her before their peers and school/department community.
Nominees:	Full Time Paraprofessional and Classified Employees
Timeline:	September 2019 – June 2020
Participants:	All campuses and departments
Attachments:	Nomination form; certificate of award
Contact Person:	Natalie Martinez, <a href="mailto:nmartinez9@saisd.net">nmartinez9@saisd.net</a> (210) 554-8484 - Human Resources Department



## SAISD Great Employees Modeling our Standards (GEMS) Employee Recognition Program

San Antonio ISD proudly announces the Great Employees Modeling our Standards (GEMS) Awards Program recognizing full-time support employees who personify and uphold our SAISD Core Values and who make significant improvements in job efficiency, quality of service, safety or conserving resources to achieve these standards. Support employees include office professionals, instructional assistants, health services (nurses, LVN's, Health Assistants), and classified staff (employees in the police department, transportation, nutrition services, construction and maintenance).

### **Campus/Department GEMS of the Month**

Any full-time faculty/staff or department personnel will use the Employee Nomination Form to nominate an Employee of the Month who represents one or more of the Core Values. Personnel should be familiar with the criteria on which this award is based. Each month, the Principal/Department Head will then select one representative from the nominations. "GEMS of the Month" can be recognized in a variety of ways within the campus or department (newsletter, parent/employee meetings, celebration, etc.). Employees will be considered throughout the school year (September – May) for campuses and (September – June) for departments.

**GEMS of the Year Nomination Process:** Campuses/departments will select a nominee who will move forward as their representative for SAISD Employee of the Year. The Principal/Department Head will review the nominees that have been recognized as GEMS of the Month, and determine which nominee will move forward as the nominee for SAISD GEMS of the Year. The Principal/Department Head will complete and submit an application to the Human Resources Department. Campuses and departments are asked to recognize their Employee of the Year through a variety of means which may include, but are not limited to: school marquee, newsletters, website, and staff meetings, email, personal note, or surprise announcement, etc. This recognition is an honor and should be celebrated with the employee's peers and team.

Two SAISD Employees of the Year, one from each category, *Paraprofessional* and *Classified*, will be determined by a District Selection Committee based on criteria which shows that the employee has gone "above and beyond the call of duty." All GEMS of the Year nominees will receive a token of appreciation through their campus/department. The two SAISD GEMS of the Year will be recognized at the SAISD Convocation.

### **Profile of SAISD GEMS:**

**Student-Centered:** Places student interests first and displays an understanding that his/her everyday actions, decisions, planning, and performance is focused on students.

**High Expectations:** Motivates others to achieve high levels with the proper support and assistance, and is willing to invest in the best.

**Commitment:** Embodies service-leadership and wholeheartedly supports our Vision, Core Values, Beliefs and Mission Statement; accepts and overcomes challenges to meet his/her responsibilities to SAISD.

**Passion:** Exhibits high energy levels and finds personal enjoyment and rewards in his/her daily work; motivates others and improves the school or workplace environment.

**Integrity:** Models high standards, inner strength, honesty, truthfulness; believes in transparency in all endeavors and dealings with others.

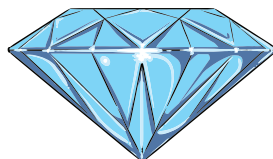
**Respect:** Values all people; demonstrates understanding of others and their feelings; establishes positive relationships.

**Teamwork:** Works well with all stakeholders; employs flexibility and takes initiative; communicates, cooperates, and collaborates.



San Antonio Independent School District

*G. E. M. S. Award*



Presented to

\_\_\_\_\_  
Great Employees Modeling our Standards

Presented this \_\_\_\_\_ day of \_\_\_\_\_, 2019

\_\_\_\_\_  
Principal/Department Head

\_\_\_\_\_  
Campus/Department



*Reda Martiny*  
\_\_\_\_\_  
Superintendent

*Luis Romo*  
\_\_\_\_\_  
Associate Superintendent, Human Resources