

**Outstanding CTE Administrative Assistant of the Year Award**

**Purpose**This award recognizes the CTE Administrative Assistant that has demonstrated leadership, success and has made significant and unique contributions for CTE.

**Eligibility**

* ACTEAZ member or non-member.
* A CTE Administrative Assistant for a minimum of 3 years**.**

**High Quality CTE**Successful candidates will demonstrate at minimum one best practice in CTE as outlined in the High Quality CTE Framework in order to be eligible to receive the award.

1. Is candidate an ACTEAZ Member? **(Possible Points – 0)**
2. Has candidate been employed as a CTE Administrative Assistant for a minimum of three years at the time of initial nomination? **(Possible Points – 0)**
3. Has candidate shown evidence of involvement in Career and Technical Education projects during the past year? **(Possible Points – 30)**
4. Has candidate demonstrated leadership in this position promoting Career and Technical Education goals? **(Possible Points – 30)**
5. Does candidate follow policies and procedures to support Career and Technical Education goals? **(Possible Points – 20)**
6. How does candidate aid and assist CTE administrator(s) and teachers? **(Possible Points – 20)**