



# ATTENTION

## Kern County School Administrators & Office Personnel

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Do you have a [School Administrator](#) or [Classified](#) staff member who deserves recognition for their invaluable assistance, extraordinary skills, dedication, and achievement?

**Consider nominating them for KAEOP's**

**2024–2025 Educational Office Professional of the Year Award  
or  
2024–2025 Educational Administrator of the Year Award**

The nominee should be someone who has made a significant contribution to the advancement of education through his/her personal and professional achievements as an educational office professional working in a school or educational office. Neither the nominee nor the nominator is required to be a KAEOP member.

KAEOP is affiliated with the National and California Associations of Educational Office Professionals, which bring together school and district office professionals through professional growth workshops and special events. KAEOP proudly awards scholarships to high school students and members who wish to re-enter college to further their education. The awards will be presented at the **KAEOP's Annual Bosses Luncheon on Monday, April 28, 2025, at the Larry E. Reider Education Center, 2000 K St, Bakersfield, CA 93301.**

***Nomination packet is due March 15, 2025***

Please return the nomination form along with two letters of recommendation to:

**Stacy Nava, Chair – Standard School District**

1200 N. Chester Ave., Bakersfield, California 93308

Telephone #: (661) 392-2110, Ext. 1111

Email address: [kaeopmain@gmail.com](mailto:kaeopmain@gmail.com)



*Please feel free to duplicate this form*



# Kern Association of Educational Office Professionals

## 2024-2025 Awards Programs

Stacy Nava, Chair

Standard School District

1200 N. Chester Ave., Bakersfield, CA 93308

Phone: (661) 392-2110, Ext. 1111

Email: [kaeopmain@gmail.com](mailto:kaeopmain@gmail.com)



## Official Nomination Form

Name of Nominee: \_\_\_\_\_

Nominee's Job Title: \_\_\_\_\_

Employed by: \_\_\_\_\_

*Include Job Site & District Name*

Nominated by: \_\_\_\_\_ Phone # \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_



### Nomination Form for KAEOP Educational Administrator of the Year or Office Professional of the Year

Please check one category:

- [ ] 2024 – 2025 KAEOP Educational Administrator of the Year Award **or**  
[ ] 2024 – 2025 KAEOP Educational Office Professional of the Year Award

To Be Completed by KAEOP  
Board Member  
# Assigned \_\_\_\_\_  
Initials \_\_\_\_\_

Years in Education: \_\_\_\_\_

Please list professional/educational affiliations or memberships: \_\_\_\_\_

\_\_\_\_\_

Offices held, or committees served on in the above listing: \_\_\_\_\_

\_\_\_\_\_

Outstanding contributions made as an educational office administrator or classified professional (*Please use a separate sheet if necessary*): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Please include a brief history of the nominee's career in education and two letters of recommendation. Return the completed nomination form and materials to the above address no later than **March 15, 2025**. The awards will be presented at **KAEOP's Annual Bosses Luncheon on Monday, April 28, 2025, at the Larry E. Reider Education Center, 2000 K St, Bakersfield, CA 93301**. You may also email this form to [kaeopmain@gmail.com](mailto:kaeopmain@gmail.com).*

*Please feel free to duplicate this form.*