

Staff Acknowledgements &

Celebrations

A digital one-pager



Virginia Department of Education's
Training & Technical
Assistance Center
at Old Dominion University

Purpose:

Acknowledging staff members' hard work, effort, and accomplishments creates a positive school climate and can help build individual and collective efficacy. When adults in the building feel genuinely appreciated and regularly acknowledged, it nurtures a culture of respect, motivation, and collaboration that benefits the entire school community. Consider a variety of opportunities to acknowledge and celebrate with the staff as a whole, as well as recognizing individual accomplishments.

Why acknowledge & celebrate staff?

- ✓ Create a supportive work environment
- ✓ Increase job satisfaction
- ✓ Increase motivation
- ✓ Reduce burnout and turnover

What are some opportunities to acknowledge individual staff?

- ❖ Milestones - years of service
- ❖ Accomplishments - new degree or certification
- ❖ Leadership of a team, effort, flexibility, etc.
- ❖ Expertise in instructional skills
- ❖ Intentional focus on a school wide effort
- ❖ Community outreach
- ❖ Personal birthdays, life events, etc.

How might we recognize staff members?

- Personal handwritten notes
- Small gift cards
- Covering a class period
- Shout out in the School News or website
- Leadership opportunities
- Professional Learning opportunities
- Walking around and handing out candy "hugs" just to say good morning, or thank you for being at your door or in the hallway monitoring students, etc.

What are some opportunities for whole staff celebrations?

Staff celebrations may be planned to celebrate collective goals, special events or simply to build a sense of community and teamwork. Consider some of these opportunities to celebrate:

- ✓ Opening the school year, winter break, spring break
- ✓ 95% staff attendance for the month
- ✓ 80% evidence of use for an agreed upon evidence based practice, such as opportunities to respond
- ✓ Just because!

Additional Tips:

- ❖ Create an annual *Staff Acknowledgement Plan*
- ❖ Consider **staff preferences**, for example, some individuals much prefer private acknowledgement
- ❖ Provide opportunities for fellow staff members, students, and even families to recognize staff
- ❖ Recognize **effort** and improvement in addition to excellence
- ❖ Vary **frequency** of acknowledgement – immediate, daily, weekly, monthly, quarterly
- ❖ Consider **opportunities for intermittent recognition** to maintain enthusiasm, such as randomly drawing the name of a staff member who meets a school goal that day (e.g. attendance)

Key Take-Aways:

A positive school culture recognizes staff members' individual and collective accomplishments!

- ✓ Set staff goals around key priorities
- ✓ Create a plan for providing a variety of authentic ways to recognize staff throughout the year
- ✓ Plan "just because" opportunities to celebrate as a staff

For additional resources check out our blog @ <https://ttac.odu.edu/focus-areas/behavior/>

Related Article: Supporting Staff through Acknowledgment

For our entire [Acknowledgement and Celebration Systems Series](#), [click here](#)

References list → [linked here](#)