

2021 CLASSIFIED HERO RECOGNITION FORM

Please type or print information.

I RECOGNIZE:

Name Ariana Zambada

Classification Admin Staff Secretary Location/Site OSSS- 3rd Floor

Please give specific examples of how your classified hero works to (Attach additional sheets if needed):

Support the mission of the District (*"To support the personal and intellectual success of every student, every day"*) by contributing to classroom support and/or business (non-school) operations of the District.

Ariana is instrumental to the District's mission of supporting the personal and intellectual success of every student, every day. She contributes to classroom support and business operations of the District by serving as a liaison between school sites, administrators, and the California Department of Education. She quickly took over the arranging of mediation and hearing preparation for our office. She provides behind-the-scenes support for our mediations and administrative proceedings and has quickly learned how to draft legal documents and organize and manage legal files for administrators.

Demonstrate a commitment to being a team player and a positive role model for others.

Ariana is committed to being a team player and positive role model for our office. She is very dependable and can be counted on to support her colleagues. She sets high standards for herself, which shows in the quality work she produces for the department. Her willingness to collaborate and help others has made a good impression on both her colleagues and upper management. She shares information and resources with the team and keeps everyone informed of important topics and issues that may present in the legal cases that she works on with administrators. She readily offers support from her past experiences and knowledge to her co-workers that has helped others in their roles in the office.

Please list specific personal characteristics and or other details that make this employee exceptional or inspirational regarding his or her performance.

Ariana has integrity, a strong work ethic, and she is self-motivated. She has strong systematic and organizational abilities, and keeps a positive attitude, regardless of the obstacles and challenges that may come her way. She is flexible, trustworthy, dependable, and can be counted on to get assignments done in a timely manner with precision. She is an effective communicator and makes time for co-workers that have questions or concerns, and offers her advice and wisdom. Although she has been given additional responsibilities in the office, she still makes time to support her co-workers, and Ariana displays humility above all else.

Submitted by Principal/Administrator Name Marybeth Murray Title Special Education Administrator

Site/Location OSSS Phone # 562 997-8000 x8643

Completed forms may be emailed to Mindi Ritter, mritter@lbschools.net or faxed to (562) 425-1320;
or mailed to: Personnel Commission, 4400 Ladoga Avenue, Lakewood, CA 90713

ALL FORMS MUST BE RECEIVED BY *MONDAY, May 17, 2021.*