

a. NSEA Education Support Professional of the Year Award

Guidelines

Nomination Deadline: Must be received at NSEA Headquarters by close of business (October 15 annually)

Purpose: The **NSEA Education Support Professional of the Year Award** recognizes the contributions of Education Support Professionals to their schools, communities, and their profession. The award is presented to a member of the NSEA who demonstrates outstanding accomplishments and reflects the contributions of ESPs to public education.

Award: Each year, the winner will represent the *NSEA* as the *NEA ESP of the Year Award Nominee*, which includes all-expense paid travel to that year's NEA Education Support Professional National Conference and a \$1,000 gift. NSEA will present this award at that year's NSEA Delegate Assembly. The winner shall be invited to attend Delegate Assembly. If the winner has no plans to attend Delegate Assembly as a delegate. The monetary award will be paid 2 (two) weeks prior to the NEAESPNC.

Eligibility: All current Education Support Professional members of an NSEA local affiliate or bargaining unit who have been NSEA members for **three years** as of January 15 of the award year are eligible. **Nominees must be an "active" member at the time of selection as a state or local nominee.**

Individuals must be nominated by their local affiliate through this ESP award system or by NSEA should there be no nominees (see NEA guidelines for NEA ESP of the year award).

Deadline: All nominations must be received by NSEA no later than close of business on October 15.

Nomination and Selection Procedure

Nominations: Each local affiliate may submit **only one nominee through its NSEA ESP award system**. A state ESP award system is defined as one developed by a state association that gathers nominations through local affiliates and selects one statewide award recipient. **UCN for the purposes of this award may submit a nominee as long as there is no conflict with another affiliates nominee.**

Selection: All nominations must comply with the nomination guidelines. The NSEA Awards Committee will review all nominations to ensure that eligibility and submission requirements are met. The NSEA Awards Committee will forward its recommendation to the NSEA President for presentation to the NSEA Board of Directors for consideration and action. Names will be redacted till a nominee has been declared.

Notification: The NSEA Education Support Professional Award will be presented at the 2016 NSEA Delegate Assembly.

Criteria: Nominations are judged according to the following five criteria: **Professional Practice; Member Advocacy and Association Involvement; Community Engagement;**

Personal Achievement and Enhancement of ESP Image. Based on submitted information, selection committee members will rate nominees on a scale of 1 to 5 for each criterion, where '1' represents minimal evidence of the criterion, and '5' represents very strong evidence of the criterion.

Assembly of Nomination Packet: Nomination packages must include all of the materials listed below, in the specified order.

Formatting instructions: **12-point type**

Double-spaced

1 inch margins all around

Handwritten information is NOT allowed.

All forms are also available electronically at: <http://nsea-nv.org/>

Nominations that do not conform to deadlines and format specifications **will be disqualified**. If the nominee submits documents to the affiliate that are formatted incorrectly, the **nominating affiliate** is responsible for editing or reformatting those items prior to submitting materials to NSEA

Data Sheet – (*Limit 1 page maximum, 12-point type. Handwritten data sheets are not accepted.*)

Fully complete nominee information and affiliate information. The Data Sheet should be marked "Page 1" of your packet, with the following pages numbered consecutively from there.

Nomination Letter – (*Limit 5 pages maximum, 12-point type, double-spaced, one inch margins on all sides*) Must be on affiliate letterhead and signed by the affiliate president.

Nomination letter must address each of the following five criteria. Please set off each area with the criteria heading to aid Selection Committee in their reading:

1. Professional Practice: Include worksite responsibilities and professional achievements the nominee has made in his/her field; include examples of leadership, creativity and innovation in making a difference for students and the school or workplace.

2. Member Advocacy and Association Involvement: Include evidence of leadership, creativity and innovation in advocating for members, for the profession and for public education; include how the nominee's involvement in NSEA or its affiliates contribute to professional success; evidence that the nominee is active in member recruitment and encouraging colleagues to be more involved members.

3. Community Engagement: Include details on how the nominee is involved in promoting public education within the community through charitable projects and activities and examples of how that involvement has benefited students, families and members.

4. Personal Achievement: Include a description of the nominee's personal and/or professional goals; what they have done or are doing to meet these goals; how his/her growth and goals benefit students, members and/or the community; what advice they would give to a colleague entering the profession.

5. Enhancement of ESP Image: Include details of how the nominee's activities have enhanced the image of Educational Support Professionals at the worksite, in the association and in the community.

Résumé - (*Limit 1 page maximum, 12-point type, double-spaced, one inch margins on all sides*) Provide brief bullets of the nominees' work and professional experiences, which may include:

Professional Positions held
Education
Association Positions
Other Organizations' Positions
Honors/Achievements

Nominee Statement - (*Limit 2 pages maximum, 12-point type, double-spaced, one inch margins on all sides*)

Give specific examples of achievement in each of the five criteria areas:

Professional Practice
Member Advocacy and Association Involvement
Community Engagement
Personal Achievement
Enhancement of ESP image

Letters of Endorsement - (*Limit three letters*) Nominee's **may** include up to three letters of endorsement. Letters should be from those who know the nominee well, such as association leaders, colleagues, current or former students, parents of students, community members, etc. Letters must note how long the writer has known the nominee and in what capacity the writer is able to comment on the nominee's professional, association and/or community work.

SUBMISSION GUIDELINES:

- 1. Number the pages** of the entire package consecutively, starting with the Data Sheet as "Page 1." For further instruction, see page 3 of this section.
- 2. Do NOT** staple or permanently bind the materials. Paper clips are acceptable.
- 3. Do NOT** include covers, decorative packaging, pictures, photographs, clippings, etc.
- 4. Include ONLY** the materials requested in these guidelines.
- 5. The complete nomination package must be received at NSEA no later than close of business on October 15, annually. Submissions by e-mail are preferred but hard copies by mail are accepted. Faxed copies will not be accepted.**

Send your nomination package to:

E-mail: **Lisa Toth**, Executive Assistant
lisa.toth@nsea-nv.org

Subject: ESP of the Year Application

or

NSEA

Attn: Lisa Toth

Questions:

Call 702.733.7330, ext. 5026

E-mail: lisa.toth@nsea-nv.org

3511 E. Harmon Ave.
Las Vegas, NV 89121
702-733-7330
800-248-6732