

KEA EDUCATION SUPPORT PROFESSIONAL OF THE YEAR AWARD

GUIDELINES FOR LOCAL AFFILIATES

NOMINATION DEADLINE:
March 15, 2012

- Purpose:** The **KEA 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 KEA who demonstrates outstanding accomplishments and reflects the contributions of ESP to public education.
- Award:** Each year, one nominee receives the KEA ESP of the Year Award, which includes \$1,000 cash.
- Eligibility:** All current Education Support Professional members of a KEA local affiliate or bargaining unit who have been a KEA member for **three years** as of January 15 of the award year are eligible. Individuals must be nominated by their state association through an ESP award system or by their local association if a state award system does not exist (see nomination procedure).
- Deadline:** **All nominations must be received by KEA no later than close of business on Thursday, March 15, 2012.**

Nomination and Selection Procedure

- Nominations:** State Affiliates: Each state affiliate may submit **only one nominee to its state 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. Criteria for the state award may be designed by the individual state and must not conflict with the national award's criteria and purpose.
- Selection:** All nominations must comply with the nomination guidelines. The KEA ESP of the Year Committee will review all nominations to ensure that eligibility and submission requirements are met. The KEA ESP of the Year Committee will forward its recommendation to the KEA President for presentation to the NEA Executive Committee for consideration and action.
- Notification:** The KEA Education Support Professional Award will be presented at the KEA Delegate Assembly. The NEA Education Support Professional Award will be presented at the 2013 NEA ESP Conference.

Criteria: Nominations are judged according to the criteria listed below. ESP of the Year Committee members 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.

ALL QUESTIONS LISTED BELOW MUST BE ANSWERED ON THE “NOMINATION LETTER” (See #2 on page 2 of 4). NOMINATIONS THAT DO NOT CONFORM TO THESE SPECIFICATIONS WILL BE DISQUALIFIED.

1. **Professional Practice:** Describe the worksite responsibilities and personal achievements the nominee has made in his/her classification or field. How has the nominee demonstrated leadership, creativity, and innovation at the worksite? How has the nominee’s professional growth made a difference for the school, the students, and community?
2. **Advocacy and Association Involvement:** In what ways does the nominee serve as an advocate in the day-to-day educational process, for members, for the profession, and for public education? How has the nominee’s involvement in the Kentucky Education Association contributed to his/her success as a professional? How would the nominee persuade a new colleague to join or become more active in the Association?
3. **Community Engagement:** Specify in detail how the nominee has been involved in promoting public education in the community. In what other ways is the nominee involved in community activities/projects?
4. **Personal Achievement:** How has involvement in Association and community activities enabled the nominee to meet his/her own personal goals? What advice would the nominee give to someone entering the profession?
5. **Enhancement of ESP Image:** Describe in detail how the nominee’s activities have enhanced the image of Education Support Professionals at the worksite, in the Association, and in the Community.

Contents of Nomination:

Nomination packages must include all of the materials listed below, in the specified order. Formatting instructions are noted for each part. **Nominations that do not conform to these specifications will be disqualified.**

1. **Data Sheet** – Requests contact information for the district, the nominee, and the nominee’s local affiliate.

Limit to one page maximum, at least twelve-point type. Handwritten data sheets are not accepted.

2. **Nomination Letter** –Addresses the five award criteria outlined above, citing as many specific examples as possible. ANSWER ALL QUESTIONS.

Limit to five pages maximum, double-spaced, at least twelve-point type, and one inch margins on all sides. Must be signed by the affiliate president.

3. **Résumé** – Provides a brief, factual overview of the nominee’s career, including positions held, degrees attained, honors received, etc. The résumé may also describe personal achievements or activities that are not noted elsewhere.

Limit to one page maximum, double-spaced, at least twelve-point type, and at least one-half inch margins on all sides. May use narrative, bulleted lists or both.

4. **Nominee Statement** – Must include specific examples to illustrate all five of the award criteria. The questions themselves do not need to be reproduced in the text; however, nominees are strongly encouraged to include headings or keywords to aid the panelists in their reading.

Limit to two pages maximum, double-spaced, at least twelve-point type, one-inch margins on all sides. Must be submitted with all other materials.

5. **Letters of Endorsement** – The nominee’s local affiliate president, colleagues, current or former students, parents, or community members may write letters of endorsement. 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 work.

Limit up to three letters, two pages maximum each, double-spaced, at least twelve-point type, and one-inch margins on all sides. Must be submitted with all other materials.

Guidelines:

1. Number the pages of the entire package consecutively, starting with the Data Sheet as Page 1.
2. Do **not** staple or permanently bind the materials. Paper clips are acceptable.
3. Do **not** use covers or other decorative packaging.
4. Include **only** the materials requested in these guidelines.
5. Mail or e-mail one original, complete nomination package to be received by KEA HQ no later than March 15, 2012, 5:00 p.m. E.S.T. to:

ariddell@kea.org or

Kentucky Education Association
Attn: Anne Marie Riddell
401 Capital Avenue
Frankfort, KY 40601

Questions?

Call 800-231-4532, Ext. 330

e-mail: ariddell@kea.org

Checklist:

- | | |
|---|--|
| <input type="checkbox"/> Data Sheet | one page |
| <input type="checkbox"/> Nomination Letter | five pages maximum |
| <input type="checkbox"/> Résumé/Biography | one page |
| <input type="checkbox"/> Nominee's Statement | two pages maximum |
| <input type="checkbox"/> Letters of Endorsement | six pages maximum
(three letters, two pages each) |
| Total | 15 pages maximum |