NEA EDUCATION SUPPORT PROFESSIONAL OF THE YEAR AWARD

GUIDELINES FOR FEDERAL, STATE AND LOCAL AFFILIATES

NOMINATION DEADLINE:
Must be received at NEA Headquarters by close of business
December 4, 2014

Purpose: The NEA 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 NEA who demonstrates outstanding accomplishments and reflects the contributions of ESPs to public education. The award is presented jointly by the National Education Association and NEA Member Benefits.

Award: Each year, one nominee receives the NEA ESP of the Year Award, which includes all-expense paid travel that year’s NEA Education Support Professional National Conference and a $10,000 personal cash prize. NEA Member Benefits presents this monetary award. The winner will also be invited to address that year’s NEA Representative Assembly, attend the following year’s NEA ESP Conference, and is appointed to the following year’s NEA ESP of the Year selection committee. Expenses for these activities are paid for by NEA.

Eligibility: All current Education Support Professional members of an NEA local affiliate or bargaining unit who have been NEA 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 their state or local nominee.

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 & Selection procedure on the following page).

Deadline: All nominations must be received by NEA no later than close of business on December 4, 2014.
Nomination and Selection Procedure

**Nominations:** State Affiliates: Each state affiliate may submit **only one nominee through 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.

Local Affiliates: If a state affiliate does not have an ESP award system in place, then local affiliates may submit **only one nomination directly to NEA.** Local affiliates are urged to send a copy of their nominations to the state affiliate.

**Selection:** All nominations must comply with the nomination guidelines. The NEA Selection Committee will review all nominations to ensure that eligibility and submission requirements are met. The NEA Selection Committee will forward its recommendation to the NEA President for presentation to the NEA Executive Committee for consideration and action.

**Notification:** The NEA Education Support Professional Award will be presented at the 2015 NEA ESP National Conference in March.

**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: [www.nea.org/esphome](http://www.nea.org/esphome)

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 NEA ESP Quality (ESPQ).
**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 state letterhead (unless there is no state award program, in which case, nomination must be on local 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 NEA 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 NEA no later than close of business on December 4, 2014.** Submissions by e-mail are preferred but hard copies by mail are accepted. Faxed copies will not be accepted.

Send your nomination package to:
Lisa Connor (lconnor@nea.org)
Subject: ESP of the Year Application
Lisa Connor
NEA ESP Quality Department
1201 16th Street, N.W., Suite 618
Washington, DC  20036-3207

**Questions:**
Call Lisa Connor: 202-822-7529
E-mail: Lconnor@nea.org