



Program Overview and Information

NEA ESP Leadership Institute (ESPLI) is a powerful leadership development program, grounded in diversity, equity and cultural competence that brings together the overarching NEA Leadership Competencies to train ESP members to be effective leaders in their associations. ESPLI is designed and collaboratively delivered by ESP members. This eleven-month program requires participants to commit to three in-person trainings, webinars, outside reading and completion of a capstone project designed to elevate the goals of their association and NEA's core values. Information about NEA ESPLI can be found at nea.org/ESPLI.

Eligibility Requirements:

- Must be a current NEA ESP member in good standing.
- Must have been an NEA member in good standing for at least the last two years
- Must complete the online application form and submit it by the September 13, 2019 deadline.
- Must commit to participate fully in all sessions, including webinars and virtual meetings and complete all required readings, homework and capstone project.
- Must commit to utilize the skills learned to further association goals and priorities as well as elevate ESP careers.

Program Objectives:

Participants of ESPLI will engage in a thorough and targeted training across an array of leadership areas, including:

- Understanding and use of self;
- Personal strengths and weaknesses;
- Advocacy through political action;
- Taking risks and engaging in change;
- Communication and presentation skills;
- Knowledge of association history and structure, as well as the mission, vision and core values;
- Strategies and impact of internal and external organizing;
- Setting realistic goals;
- Decision making; and
- Intentional engagement with their association.

Commitment and Resources:

NEA will fund all members selected to the program to attend all three sessions as permitted under the NEA travel guidelines, including transportation, lodging, meals and substitute pay or salary reimbursement. Travel and lodging will be arranged via NEA's direct billing process. All other pre-calculated expenses will be provided using NEA's non-staff travel stipend process.

Three in-person training sessions take place over an eleven-month period. The tentative dates are (including travel days):

- January 17-20, 2020 In-Person Session (Zones 1 & 2 only)
- February 14-17, 2020 In-Person Session (Zones 3 & 4 only)
- June 22-27, 2020 In-Person Session (All participants)
- October 9-12, 2020 In-Person Session (All participants)

Participants will also be required to participate in regular webinars and readings as well as complete a capstone project. All members accepted to the program will also be required to secure the time off from work and provide documentation from their employer acknowledging agreed upon release time prior to attending the first in-person session.

Section 1: NEA ESP Leadership Institute Application Guidelines

Applications that do not conform to the deadlines and format specifications will not be considered.

1. Applications must be completed electronically using this form. Handwritten applications will not be accepted. Please do not use abbreviations or acronyms in your application.
2. Applicants must submit a short video in addition to submitting the application.
3. Applications must be submitted by midnight, Friday, September 13, 2019.
4. Questions? Contact Lisa Connor, Program Coordinator, ESPLI@nea.org, (202) 822-7529 (O) or (202) 557-9064 (C)

Section 2: NEA ESP Leadership Institute Terms and Conditions

Program Information and Submission Acknowledgement

We understand that personal and professional emergencies can arise, however, it is expected that selected candidates will attend all in-person sessions completely, participate in webinars and complete readings, and required homework and capstone except in cases of extreme emergency. Members who are selected must complete the entire first session in order to attend the two subsequent sessions. Additionally, all members who are selected are required to secure the approval of leave time with their employer and sign a contract confirming the request has been approved. If an emergency arises, participants commit to notifying the program coordinator as soon as possible.

By electronically signing below by typing your name and date, you attest that the information contained in this application was completed in full only by you (the applicant), acknowledge that all terms and conditions have been read and agreed to and will fully participate if selected.

Signature (Typed)

Date

Section 3: Personal Information

1. First and Last Name

2. Gender
 - Male
 - Female
 - Transgender
 - Gender Non-Conforming/Gender Expansive
 - Prefer not to say
 - Other
3. Home Address
4. City
5. State
6. Zip
7. Phone (Mobile)
8. Phone (Work)
9. Personal Email Address
10. Work Email Address
11. NEA Membership Number
12. Social Media Handles

Section 4: Career and Affiliate Information

1. What is your job title?
2. NEA classifies ESPs into nine career families. Which one best describes your career family? You may choose more than one if you have more than one job in the district.
 - a. Clerical
 - b. Custodial and Maintenance
 - c. Food Services
 - d. Health and Student Services
 - e. Paraeducator
 - f. Security
 - g. Skilled Trades
 - h. Technical Services
 - i. Transportation
3. Which level of education do you work in? You may choose more than one if you work across multiple levels.
 - a. Pre-K
 - b. Elementary
 - c. Middle School/Jr. High
 - d. High School
 - e. Higher Ed
 - f. District Employee
 - g. Other
4. What is the name of your school or worksite?
5. How many years have you worked in public education?
6. What is the name of your State Association?
7. What is the full name of your Local Association (no abbreviations)?
8. What is your UniServ Director's name? This is your Association Representative. They may have the title Organizational Specialist. If you are unsure, please check with your Local President or State Association.
9. What is your UniServ Director's email address?
10. What is your UniServ Director's phone number?

11. What is your Local President's name?
12. What is your Local President's email address?
13. What is your Local President's phone number?
14. How many years have you been a member of your Local?
15. How many ESPs are currently members of your Local?
16. How many teachers (if any) are currently members of your Local?
17. How many potential members are there in your Local, including ESPs and Teachers?
18. How many years has your Local been organized/affiliated with NEA?

Section 6: Association Engagement

1. What roles, responsibilities and/or positions do you CURRENTLY HOLD in your LOCAL Association? How long have you held each role/position?
2. What roles, responsibilities and/or positions have you HELD IN THE PAST in your LOCAL Association? How long did you hold each role/position?
3. What roles, responsibilities, and/or positions do you CURRENTLY HOLD in your STATE Association? How long have you held each role/position?
4. What roles, responsibilities, and/or positions have you HELD IN THE PAST in your STATE Association? How long did you hold each role/position?
5. What roles, responsibilities, and/or positions do you CURRENTLY HOLD in your NATIONAL Association (NEA)? How long have you held each role/position?
6. What roles, responsibilities, and/or positions have you HELD IN THE PAST in your NATIONAL Association (NEA)? How long did you hold each role/position?
7. Why did you get involved in your Association?
8. What Association trainings have you participated in (Local, State and/or National)?
9. Have you attended the NEA Representative Assembly as a delegate?
10. Have you attended your State Affiliate level Representative Assembly as a delegate?

Section 7: Leadership Aspirations

1. What are your Association leadership aspirations and how will they help grow and strengthen your Association (Local, State and/or National, please be specific). (Please do not name a position or title you wish to be appointed or elected to.)
2. How do you envision ESPLI strengthening your leadership skills?
3. Identify two leadership skills you would like to enhance through ESPLI and describe why.
4. What strengths and positive qualities do you bring to ESPLI (brag on yourself!)?

Section 8: Personal Video Introduction

The selection committee would like to meet you! Please record a short video (10 minutes max) answering the following questions:

1. Who are three leaders that you admire and why?
2. Where do you see yourself in your Association and your career in 3-5 years?
3. What do you like to do in your free time/what are your hobbies?

Your video must be high enough quality for the committee to see and hear you. It does not need to be "flashy" or professionally done. It can be recorded on your cell phone, iPad, computer or however you choose. We are looking for substance, not polish. Failure to submit a video will disqualify you from being considered.

Once we receive your application, you will receive a personal, private link to upload your video. Once you receive the link, you will have five (5) business days to submit your video.

Section 9: Next Steps

Thank you for completing the application! We are looking forward to learning more about you and your Association work. You should receive the link to upload the video within 48 hours of submitting your application. You have five (5) business days after receiving the link to upload your video.

We anticipate receiving more applications than we have space to accommodate so we have a rigorous selection process. This includes multiple levels of review, including feedback from the selection committee as well as your local and state affiliate.

We will notify all applicants of their status mid to late November 2019. If you have questions regarding your application, please do not hesitate to contact us at ESPLI@nea.org.