

Local Association Nomination Guidelines & Local Nomination Form for NJEA ESP of the Year Award 2018

NJEA will present the **ESP of the Year Award** to an NJEA member whose activities reflect the contributions of educational support professionals to public education. The purpose of the award is to recognize an individual who shows outstanding accomplishments in one or more of the following areas:

- 1 Professional Practice:** Include worksite responsibilities and professional achievements the nominee has made in his/her field; and 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 he/she has done or is doing to meet these goals; how his/her growth and goals benefit students, members and/or the community; and what advice he/she 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.

An individual must be an NJEA member for three consecutive years as of Jan. 15 of the award year. The individual must be nominated by his/her county association through the county association's adopted procedures.

Each county can submit one nominee through its ESP award system. A county award system is one developed by a county association that gathers nominations through local affiliates and selects one county-wide award recipient. Criteria for the county award are designed by the individual county and should not conflict with the state and national award's criteria and purpose.

Local associations are encouraged to select a nominee and submit his/her name to their county association no later than Friday, September 22, 2017. This date gives the county time to select and submit its nominee to NJEA as well as recognize them on National ESP Day!

Locals must complete a nomination form and provide a nomination statement to their county association. Also provide no more than three letters of support and no more than two supporting documents that may assist in the evaluation of the nominee. Nominees will not be considered if they are sent from their local association and not through their county association as per the NJEA Delegate Assembly selection process. The county association will select one name, complete the nomination form, and return all to NJEA. Only one nominee per county is accepted.

Application Process

All responses MUST BE typed.

Each nomination will be checked to ensure that it meets eligibility requirements. The NJEA ESP Committee will serve as the selection committee. The selection committee will not know any applicant's personal identity, local or county, and will review applicants according to the criteria and purpose listed. The committee will forward the selected applications and recommendation to the NJEA president.

** This award will be presented during the awards dinner at the annual NJEA ESP Conference.*

Nomination Checklist

- Nomination Form (signed by president or officer of the local association).
- Nomination statement that includes answers to the nomination questions:
 - Professional Practice
 - Member Advocacy and Association Involvement
 - Community Engagement
 - Personal Achievement
 - Enhancement of ESP Image
- No more than three (3)** letters of support/endorsement.
- Nominee must be an NJEA member for three consecutive years as of January 15 of the award year.
- No more than two** supporting documents. (Optional.)
- The local nomination form along with any accompanying information **must be received at your county office on or before September 22, 2017.**

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NJEA ESP of the Year Award 2018



Please email, mail, or fax to your county office by September 22, 2017
(The Sept. 22 date gives the county time to select and submit its nominee to NJEA
as well as recognize them on National ESP Day!)

All responses **MUST BE** typed.

I hereby nominate the following person to receive the NJEA ESP Award to be presented at the 2018 NJEA ESP Conference.

Nominee: _____

Local Officer's name: _____

Position*: _____

Local Officer's signature: _____

Address: _____

Local Association: _____

(Individual signing this document **MUST BE** a Local Association officer.)

City: _____

State: _____ Zip: _____

Contact for further information: _____

Phones:

Home: (_____) _____

Home phone: (_____) _____

Work: (_____) _____

Work phone: (_____) _____

Cell: (_____) _____

Cell phone: (_____) _____

Email: _____

Email: _____

Number of years as an NJEA member: _____

NEA member? _____

School/worksite: _____

Work address: _____

Job Title: _____

All nominations submitted to county associations will be evaluated based on the responses to these questions
(a more detailed explanation can be found on the previous page).

1. Professional Practice
2. Member Advocacy & Association Involvement
3. Community Engagement
4. Personal Achievement
5. Enhancement of ESP Image

* i.e. custodian/maintenance, driver, food service, guard, para-educator, secretary, security, etc.