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## **2018 Washington Education Association Education Support Professional (ESP) of the Year**

### **Purpose**

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

### **Eligibility**

All current ESP members of a WEA local affiliate or bargaining unit who:

- Have been WEA members for at least three years as of February 28, 2018
- Are currently active
- Have not previously received the award

### **Award**

The WEA ESP of the Year Award includes:

- All-expense paid travel to that year's WEA Representative Assembly
- Nomination by WEA as NEA ESP of the Year
- All-expense paid travel to the next NEA ESP National Conference

### **Nomination Packet**

The online submission can be accessed at: <http://forms.washingtonea.org/forms/espoftheyear>

The nomination packet must include the following items:

1. Nominee Statement (25 points)
2. Two to three Letters of Recommendation (25 points)

**Each item must meet the formatting and content guidelines noted in each section.**

### **Disqualification Criteria**

Nominations will be automatically disqualified if the packet:

- Is received after the deadline
- Does not meet format and content criteria
- Is missing required materials
- Includes clippings, news articles, handwritten documents, or photos (other than the required promotional photo)

### **Submission Deadline**

Complete nomination packages must be received by WEA no later than **5:00 p.m. PST on Saturday, February 10, 2018.**

### **Questions**

Please contact Delilah Gillespie at [dgillespie@washingtonea.org](mailto:dgillespie@washingtonea.org) or at 253-765-7123.

# 1. Nominee Statement (25 points)

## Format

- Word (.doc or .docx) file format
- 12-point font
- Double-spaced
- One-inch margins on all sides
- 1 page maximum, per section
- Five sections as described below, each clearly labeled with its heading:
  - Professional Practice
  - Member Advocacy and Association Involvement
  - Community Engagement
  - Personal Achievement
  - Enhancement of ESP Image

## Criteria/Scoring

The Selection Committee will review the Nominee Statement and assign it up to 5 points per section (25 points, maximum).

The statement must give specific examples of achievement in each of the following areas and must provide examples of how the nominee goes above and beyond the roles and responsibilities of his/her job description.

## Section Descriptions

**Professional Practice (5 points):** Worksite responsibilities and professional achievements in the nominee's field; must include at least one example of how the nominee has directly impacted student success in his/her school or worksite.

**Member Advocacy and Association Involvement (5 points):** Evidence of leadership, creativity and innovation in advocating for members, for the profession and for public education; evidence of involvement in NEA, WEA, or the local affiliate and how that involvement contributes to professional success; evidence of engagement in member recruitment activities and encouragement of fellow members to be more active.

**Community Engagement (5 points):** Details of involvement in promoting public education within the community through charitable projects and activities; examples of how that involvement has benefited students, families and other members.

**Personal Achievement (5 points):** Description of personal and/or professional goals; what nominee has done or is doing to meet these goals; how nominee's growth and goals benefit students, members and/or families or the larger community; advice they would give to a colleague entering the profession.

**Enhancement of ESP Image (5 points):** Details of how the nominee's activities have enhanced the image of ESPs at the worksite, in the Association and in the community.

## **2. Two to three Letters of Recommendation (25 points)**

### **Format**

- Word (.doc or .docx) file format
- 12-point font
- Double-spaced
- One-inch margins on all sides
- 2 pages per letter, maximum

### **Criteria/Scoring**

The Selection Committee will review the Letters of Recommendation packet and assign points for its support of each of the five sections of the Nominee Statement: Professional Practice, Member Advocacy and Association Involvement, Community Engagement, Personal Achievement, Enhancement of ESP Image. (Up to 5 points per section; 25 points, maximum).

Each Letter of Recommendation must:

- Answer the question, “Why does this nominee deserve the 2018 NEA ESP of the Year Award?” through specific examples of accomplishments related to the Nominee Statement sections.
- Provide examples of how the nominee goes beyond the roles and responsibilities of his/her job description.
- Be from someone who knows the nominee well, such as the state and/or local association president, association leaders, colleagues, current or former students, parents of students, community members, etc.
- Note how long the writer has known the nominee and in what capacity the writer can comment on the nominee’s accomplishments.