

**AEA EDUCATION SUPPORT PROFESSIONAL OF THE YEAR AWARD**  
APPROVED BY THE AEA BOARD OF DIRECTORS  
NOMINATION GUIDELINES FOR LOCAL AFFILIATES  
REVISED 2-19-2009

**NOMINATION DEADLINE:**

**Must be received at AEA Headquarters by  
Close of Business March 1**

**Purpose:** The **AEA Education Support Professional (ESP) 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 AEA who demonstrates outstanding accomplishments and reflects the contributions of ESPs to public education.

**Award:** Each year one nominee receives the **AEA ESP of the Year Award**, which is a recognition plaque and a \$250 cash award.

**Eligibility:** All current ESP members of an AEA local affiliate who have been an AEA member for at least **three years** as of January 15th of the award year are eligible. Nominees must be an “active” member at the time of his/her nomination by the local. Individuals must be nominated by their local association.

**Disqualifiers:** Nominations will automatically be disqualified if: the nomination packet is not complete, the nomination is received after the deadline; the nomination is not signed by the local president.

**Nomination & Selection Procedure**

**Nominations:** Local Affiliates: Local affiliates may submit **only one nomination directly to AEA.**

**Selection:** All nominations must comply with the nomination guidelines. The AEA ESP Advisory Committee (hereafter known as the Selection Committee) will review all nominations to ensure that eligibility and submission requirements are met. The Selection Committee will forward its recommendation to the AEA President for presentation to the AEA Board for consideration and action.

**Criteria:** 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.

**Notification:** The AEA ESP of the Year Award will be presented at the AEA Representative Assembly. The award winner will be honored at the AEA ESP Statewide Conference.

**Deadline:** **All nominations must be received by AEA no later than close of business (5:00 PM) on March 1.**

## Nomination Packet

Nomination packets must include all of the materials listed below, in the specified order and in accordance with the formatting instructions. The entire nomination packet must be no more than 15 pages total.

**Data Sheet** – *(Limit 1 page maximum, 12-point font, use provided form. Handwritten data sheets will not be accepted.)* Request contact information for the nominee and nominee’s local affiliate.

**Nomination Letter** – *(Limit 5 pages maximum, 12-point font, double-spaced, one inch margins on all sides)*

Nomination must be signed by the local president. Nomination letter must address each of the following five criteria. **ALL QUESTIONS LISTED BELOW MUST BE ANSWERED IN THE NOMINATION LETTER.** Each area must be clearly labeled with the criteria heading to aid the Selection Committee in their reading:

- 1. Professional Practice:** Describe 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 nominee’s professional growth made a difference for the school, students and the 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 National Education Association or NEA affiliate(s) 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 Professions at the worksite, in the Association and in the community.

**Résumé** - *(Limit 1 page maximum, 12-point font, double-spaced, one inch margins on all sides).* Provides a brief, factual overview of the nominee’s career, including positions held, degrees attained, honors received, etc. The resume may also describe personal achievements of activities that are not noted elsewhere.

**Nominee Statement** - *(Limit 2 pages maximum, 12-point font, double-spaced, one inch margins on all sides).* 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 committee in their reading.

**Letters of Endorsement** - *(Three letters, limit 2 page maximum for each, double spaced, 12 point font, one inch margins on all side, handwritten letters will not be accepted)* Nominees **must** include three 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.

## **Submission Guidelines**

(PLEASE PAY CLOSE ATTENTION TO THE INSTRUCTIONS BELOW)

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** include covers, decorative packaging, pictures (other than the required promotional photo), articles, clippings, etc.
4. Include **ONLY** the materials requested in these guidelines.
5. **The complete nomination package must be received at AEA no later than close of business (5:00 PM) on March 1.** Submissions by e-mail are strongly preferred, but hard copies by mail will be accepted. **Faxed copies will not be accepted.**

**Email nomination package to:**

[rcanady@aeanea.org](mailto:rcanady@aeanea.org)

If you have questions, call:  
(501) 375-4611, ext. 119

**Send nomination package to:**

Arkansas Education Association  
Attn: ESP of the Year Nomination  
1500 West 4<sup>th</sup> Street  
Little Rock, AR 72201

All forms are available electronically at: [www.aeaonline.org](http://www.aeaonline.org).

