



# THE ARKANSAS EDUCATION ASSOCIATION AEA EDUCATION SUPPORT PROFESSIONAL OF THE YEAR AWARD

## GUIDELINES FOR LOCAL AFFILIATES

- PURPOSE:** The AEA 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 AEA who demonstrates outstanding accomplishments and reflects the contributions of ESP to public education.
- AWARD:** An appropriate plaque and \$250
- ELIGIBILITY:** All current Education Support Professional members of an AEA local affiliate who have been an AEA member for at least three years as of January 15 of the award year are eligible. Individuals must be nominated by their local association.
- DEADLINE:** **All nominations must be received by AEA no later than close of business on the first Friday in September.**

## NOMINATION AND SELECTION PROCEDURE

- NOMINATIONS:** 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.
- NOTIFICATION:** The AEA Education Support Professional Award will be presented at the AEA Representative Assembly. The award winner will be honored at the AEA ESP Conference.
- CRITERIA:** Nominations are judged according to the criteria listed below. Selection Committee members 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.

**ALL QUESTIONS LISTED BELOW MUST BE ANSWERED ON THE “NOMINATION LETTER” (SEE # (2) UNDER THE HEADING OF “CONTENTS OF NOMINATION”). NOMINATIONS THAT DO NOT CONFORM TO THESE SPECIFICATIONS WILL BE DISQUALIFIED.**

1. **Professional Practice:** Describe the 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 the nominee’s professional growth made a difference for the school, the students, and 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 their 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 Educational Support Professionals at the worksite, in the Association, and in the community.

**CONTENTS OF  
NOMINATION:**

Nomination packages must include all of the materials listed below, in the specified order. Formatting instructions are noted for each part. **Nominations that do not conform to these specifications will be disqualified.** If the nominee submits documents to the affiliate that are formatted incorrectly, the local affiliate is responsible for editing or reformatting those items prior to submitting to AEA.

- (1) **Data Sheet** - Requests contact information for the nominee, and the nominee’s local affiliate.

***Limit to one page maximum, at least twelve-point type. Handwritten data sheets are not accepted.***

**(2) Nomination Letter** - Addresses the five award criteria outlined above, citing as many specific examples as possible. ANSWER ALL QUESTIONS.

*Limit to five pages maximum, double-spaced, at least twelve-point type, and one inch margins on all sides. Must be signed by the local affiliate president.*

**(3) Résumé** - Provides a brief, factual overview of the nominee's career, including positions held, degrees attained, honors received, etc. The résumé may also describe personal achievements or activities that are not noted elsewhere.

*Limit to one page maximum, double-spaced, at least twelve-point type, and one inch margins on all sides. May use narrative, bulleted lists or both. The local affiliate is responsible for editing or reformatting if nominee does not follow guidelines.*

**(4) Nominee's Statement** - 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 panelists in their reading.

*Limit to two pages maximum, double-spaced; at least twelve point type, one-inch margins on all sides. The local affiliate is responsible for editing or reformatting if nominee does not follow guidelines.*

**(5) 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.

*Limit up to three letters, two pages maximum each, double-spaced; at least twelve point type, and one-inch margins on all sides-*

**PLEASE PAY CLOSE ATTENTION TO THE INSTRUCTIONS LISTED BELOW**

- SUBMISSION GUIDELINES:**
- 1- Number the pages of the entire package consecutively, starting with the data sheet (see page 3 of 4, item, #1) as page 1.
  - 2- Do **not** staple or permanently bind the materials. Paper clips are acceptable.
  - 3- Do **not** use covers or other decorative packaging.
  - 4- Include **only** the materials requested in these guidelines.
  - 5- The complete nomination package **must be received at AEA Headquarters no later than close of business (5:00 p. m.) on the first Friday in September by 5:00pm.** Submissions by fax or e-mail are not permitted.

**SEND YOUR NOMINATION PACKAGE TO:**      **ARKANSAS EDUCATION ASSOCIATION  
ATTN: ESP OF THE YEAR  
1500 WEST 4<sup>TH</sup> STREET  
LITTLE ROCK, AR 72201**

**QUESTIONS:**      Call: 501-375-4611, ext. 117 or 800-632-0624, ext. 117  
E-mail: [kgivens@aeanea.org](mailto:kgivens@aeanea.org)



**THE ARKANSAS EDUCATION ASSOCIATION  
ESP OF THE YEAR AWARD**

**DATA SHEET**

<u>STATE AFFILIATE INFORMATION</u>			
President:			
Affiliate Name:			
Affiliate Address:			
City, State, Zip:			
Phone Number:		Fax Number:	
E-Mail:			
<u>NOMINEE INFORMATION</u>			
Name:			
Social Security #			
Home Address:			
City, State, Zip:			
Phone Number:		Fax Number:	
E-Mail:			
School/Worksite:			
District:			
Work Address:			
City, State, Zip:			
Work Number:		Fax Number:	
Job Title		Number of Years as Nea Member	
Subject(s):			Grade:
City, State, Zip:			
<u>LOCAL AFFILIATE INFORMATION</u>			
President:			
Affiliate Name:			
Affiliate Address:			
City, State, Zip:			
Phone Number:		Fax Number:	
E-Mail:			