

County Association Nomination Guidelines & County Nomination Form for NJEA ESP of the Year Award 2019

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:** Worksite responsibilities and professional achievements the nominee has made in his/her field: must include at least one example of how the nominee has directly impacted student success in his/her school or worksite.
- 2. Member Advocacy and Association Involvement:** Evidence of leadership, creativity and innovation in advocating for members, for the profession and for public education: evidence of involvement in NEA or the local/state affiliate and how that involvement contributes to professional success: evidence that the nominee engages in member recruitment activities and encourages fellow members to be more active.
- 3. Community Engagement:** 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 other members.
- 4. Personal Achievement:** A description of the nominee's personal and/or professional goals; what they have done or are doing to meet these goals; how his/her growth and goals benefit students, members and/or families or the larger community; and advice they would give to a colleague entering the profession.
- 5. Enhancement of ESP Image:** Details of how the nominee's activities have enhanced the image of ESP 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.

The county association will select one name, complete the nomination form, provide a nomination letter, no more than three letters of support, and no more than two supporting documents and submit them to:

NJEA ESP Committee
 PO Box 1211
 Trenton, New Jersey 08607-1211
 FAX: 609-599-1766 Email: klipcsey@njea.org
Deadline for nominations is October 12, 2018.

Nominees will not be considered if they are sent from their local association and not through the county association as per the NJEA Delegate Assembly selection process. Only one nominee per county is accepted.

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.

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 county 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.
- No more than two** supporting documents. (Optional.)
- Nominee must be an NJEA member for three consecutive years as of January 15 of the award year.
- County nomination form along with any accompanying details **must be received at NJEA by 5 p.m. on or before October 12, 2018.** You may fax, email, or mail your nomination to:

FAX: 609-599-1766, ATTN: Kimberly Lipcsey
 Email: klipcsey@njea.org
 Mail: NJEA ESP Committee, PO Box 1211
 Trenton NJ 08607-1211

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NJEA ESP of the Year Award 2019

Please email, mail, or fax to your county office by October 12, 2018

(The Oct. 12 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 2019 NJEA ESP Conference.

Nominee: _____

Position*: _____

Address: _____

City: _____

State: _____ Zip: _____

Phones:

Home: (_____) _____

Work: (_____) _____

Cell: (_____) _____

Email: _____

Number of years as an NJEA member: _____

NEA member? _____

School/worksite: _____

Work address: _____

Job Title: _____

County Officer's name: _____

County Officer's signature: _____

County Association: _____

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

Contact for further information: _____

Home phone: (_____) _____

Work phone: (_____) _____

Cell phone: (_____) _____

Email: _____

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.