

# 2016 Washington Education Association Education Support Professional (ESP) of the Year Nomination Guidelines & Application

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## 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:

- *Nominees must be current ESP members of a Washington Education Association (WEA) affiliate or bargaining unit who have been members of the WEA for at least three (3) years as of January 1st of the award year are eligible. Eligible candidates must also be full or part-time employees of a school district, an Educational Service District, or another Washington educational institution the year the award is presented.*
- *Former recipients of the award are not eligible.*

## Criteria:

Nominations are judged according to the following five criteria:

- **Professional Practice:** This should include the professional background and experience of the nominee including the factors that led him/her to work in public education. Emphasis should be placed on the contributions made to students and colleagues. Also include education, training or other activities which have improved your professional skills and/or helped you do a better job to serve the association.
- **Member Advocacy and Association Involvement:** This should include information regarding activities and positions of leadership in her/his local association, WEA ESP (formerly CPEA) and/or NEA ESP. Member advocacy may also include other ways in which the nominee has supported his/her colleagues and local association.
- **Community Engagement:** This should include a description of the nominee's commitment to her/his community through service-oriented activities including volunteer work, civic and other group activities. Also consider school and district activities that go beyond his/her actual work assignment.
- **Personal Achievement:** This should include any awards, honors or other recognition you have received from your work, community, and school or association service.
- **Enhancement of ESP Image:** This should include ways the nominee has advanced the role of ESP in their local school, district, or association. It may include work done at the local, state, or national level.

## Nomination Letter:

Tell us why you believe this nominee should be the WEA 2016 ESP of the Year. We're interested in learning about the nominee's activities that go beyond his or her daily work assignments. **Please keep in mind the criteria listed above** and give examples of achievements in each of those areas. You may include comments about the nominee's involvement in the local association, commitment to the community through service-oriented activities including volunteer work, civic and other group activities. *Letters should be no more than two pages in length and contain no more than 750 words.*

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**Nominee's Statement:**

Congratulations! You are being considered for the **WEA 2016 ESP of the Year Award**. Please help us learn more about you. Describe your professional background and experience, including the factors that led you to work in public education. Include specific examples of achievements in each of the five criteria used in the selection of the recipient of the award. *Letters should be no more than two pages in length and contain no more than 750 words.*

**Letters of Endorsement:**

Letters may be from educators, Education Association presidents or other leaders, superintendents, principals, supervisors, students, parents, civic leaders or friends. Letters should emphasize the contributions nominee makes with students and colleagues. *You may attach up to three (3) letters of support. Letters should be no more than two pages in length and contain no more than 750 words.*

**COMPLETED APPLICATIONS MUST BE RECEIVED BY  
12:00 PM, FRIDAY, FEBRUARY 5, 2016  
AND INCLUDE: DATA SHEET, NOMINATION LETTER, NOMINEE STATEMENT,  
AND NO MORE THAN 3 LETTERS OF ENDORSEMENT**

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**MAIL, EMAIL OR FAX ENTRIES TO:**

**Stephanie Mikos, Washington Education Association**

P.O. Box 9100; Federal Way, WA 98063-9100

**smikos@washingtonea.org**

**Phone: 253-765-7076 — FAX: 253-946-4735**

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***WEA ESP of the Year Nomination Checklist***

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| <input type="checkbox"/> <i>Eligibility Requirements Met</i>                          | <input type="checkbox"/> <i>Nominee’s Statement—maximum two (2) pages and 750 words</i>                             |
| <input type="checkbox"/> <i>Data Sheet Completed</i>                                  | <input type="checkbox"/> <i>Letters of Endorsement—no more than three (3) letters (encouraged but not required)</i> |
| <input type="checkbox"/> <i>Nomination letter—maximum two (2) pages and 750 words</i> |   |

<b>Data Sheet for Nominee</b>	
Name of Nominee for ESP of the Year:	
Job Title:	
School/Worksite:	
Home Address:	
Home Phone:	
Email Address:	
WEA Local Affiliate:	
Association Positions Held:	
Positions with outside organizations or community groups:	
Honors and Achievements:	
Name of Local Affiliate President:	
Phone/Email contact for President:	
<b>Information about Nominator</b>	
Nominator Name:	
Home/Work Phone:	
Email Addresses (Home & Work):	

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