

Local Association Nomination Guidelines & Local Nomination Form for NJEA ESP of the Year Award 2023

Purpose: The New Jersey Education Association (NJEA) Education Support Professional (ESP) of the Year Award recognizes the contributions that ESP members make toward their schools, communities and profession. The award is presented to a member who demonstrates outstanding accomplishments and reflects the contributions of ESP members to public education.

Eligible Members: Clerical (secretaries, clerks), paraeducators, custodial, maintenance, food services, health and student services, security, skilled trades, technical support and transportation workers.

***Local Associations are encouraged to select one nominee to honor at the local level and then submit that nominee to the County Association no later than Friday, September 11, 2022.** This date gives the county time to select and submit its nominee to NJEA as well as recognize them on National ESP Day!

- Criteria:**
1. Member for at least three (3) consecutive years as of January 15th of the award year;
 2. Examples of member's Professional Practice;
 3. Examples of member's Advocacy and Association Involvement;
 4. Examples of member's Community Engagement;
 5. Examples of member's Personal Achievement;
 6. Examples of member's Enhancement of the Image of ESP members;

* More detailed information shown right.

Application Process: All responses and submitted materials must be typed.

1. Complete Nomination Form located on Page 2;
2. Provide supporting evidence for each of the five (5) criteria on the attached sheet – page 3;
3. Each application should include three (3) letters in support of the nominee.

Disqualifications: The nominee will automatically be disqualified if:

- The application is received after the deadline;
- The application does not adhere to the formatting and submission guidelines;
- The application does not include all the required materials; or includes handwritten documents.

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, NJEA and county/local 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.

The individual must be nominated by his/her county association through the county association's adopted procedures.

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.

Locals must complete a nomination form and provide a nomination statement to their county association. Also provide no more than three letters of support that may assist in the evaluation of the nominee. Nominees will not be considered if they are sent from their local association and not through their county association as per the NJEA Delegate Assembly selection process. The county association will select one name, complete the nomination form, and return all to NJEA. Only one nominee per county is accepted.

Local Association Nomination Guidelines & Local Nomination Form for

NJEA ESP of the Year Award 2023

Please email, mail, or fax to your county office by September 11, 2022

(The Sept. 11 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 2023 NJEA ESP Conference.

Nominee: _____

Position*: _____

Home Address: _____

City: _____

State: _____ Zip: _____

Phones:

Home: (_____) _____

Cell: (_____) _____

Personal email: _____

Number of years as an NJEA member: _____

Number of years as an NEA member: _____

School/worksite: _____

Work address: _____

All nominations submitted to county associations will be evaluated based on the responses to these questions (question responses can be submitted on the following pages).

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.

Local Officer's name: _____

Local Officer's signature: _____

Local Association: _____

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

Contact for further information: _____

Home phone: (_____) _____

Work phone: (_____) _____

Cell phone: (_____) _____

Email: _____

Application Process

All responses **MUST BE** typed.

FYI: All nominations submitted to NJEA will be checked to ensure that they meet eligibility requirements. The NJEA ESP Committee will serve as the selection committee. The committee will not know any applicant's personal identity, local or county, and will review applications according to the criteria and purpose listed on page one.

Nomination Checklist

- Nomination Form (signed by president or officer of the local 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.
- Nominee must be an NJEA member for three consecutive years as of January 15 of the award year.
- The local nomination form along with any accompanying information **must be received at your county office on or before September 11, 2022.**

- 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.