



**WEA**  
WASHINGTON  
EDUCATION  
ASSOCIATION

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## **2017 Washington Education Association Education Support Professional (ESP) Of the Year**

### ***Nomination Guidelines***

#### **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.

#### **Award:**

Each year, one nominee receives the **WEA ESP of the Year Award**. Which includes;

- All-expense paid travel to address that year's WEA Representative Assembly.
- All-expense paid travel to the NEA ESP conference.

#### **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 (3) years as of January 1<sup>st</sup> of the awarded year are eligible. Eligible candidates must also be full or part-time employees of a school district, and Educational Service District, or another Washington educational institution the year the award is presented.
- Former recipients of the award are not eligible.

#### **Disqualifiers:**

Nominations will be disqualified if:

- The nomination packet is not complete.
- The nomination is received after the deadline.
- The nomination packet includes handwritten documents.

#### **Selection:**

All nominations must comply with the nomination guidelines. The WEA Selection Committee will review all nominations to ensure that eligibility and submission requirements are met. The WEA Selection Committee will forward its recommendation to the WEA President who will present the recommendation to the WEA Executive Committee for consideration and action.

## ***Application Packet***

### **Packet must include the following**

#### **Data Sheet:**

- Nominee must use provided form, 12-point font. Handwritten data sheets will not be accepted.
- Fully complete nominee and affiliate information. Failure to provide all requested information may result in disqualification.

#### **Nomination Letter:**

Limit 5 pages maximum, 12-point font, double-spaced, one inch margins on all sides. Nomination letter must address each of the following five criterion. Each area must be clearly labeled with the criterion heading to aid the Selection Committee in their review:

1. **Professional Practice:** Include worksite responsibilities and professional achievements the nominee has made in his/her field; must include at least one example of how the nominee directly impacts student success at his/her school or workplace.
2. **Member Advocacy and Association Involvement:** Include evidence of leadership, creativity and innovation in advocating for members, for the profession and for public education; include evidence that the nominee is active in member recruitment and encouraging colleagues to be more involved members.
3. **Community Engagement:** Include details on how the nominee is involved in promoting public education within the community including volunteer work, civic and/or other group activities. May include school and district activities that go beyond his/her actual work assignment. Give an example of how that involvement has benefitted students, families and other members.
4. **Personal Achievement:** Include a description of the nominee's personal and/or professional goals including: what they are doing or have done to meet these goals; how his/her growth and goals benefit students, members and/or the community; and, what advice they would give to a colleague entering the profession.
5. **Enhancement of ESP Image:** This should include ways the nominee has advanced the role of ESP in their local school, district or association.

#### **Nominee Statement:**

Limit 2 pages maximum, 12-point font, double-spaced, one inch margins on all sides. Give specific examples of achievement in each of the five criterion areas listed above:

- Professional Practice
- Member Advocacy and Association Involvement
- Community Engagement
- Personal Achievement
- Example of how the nominee has connected with students and or their families
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#### **Letters of Endorsement:**

2 page maximum, 12-point font, double-spaced, one inch margins on all sides. Letters may be from educators, Education Association presidents or other leaders, superintendents, principals, supervisors, parents, students or civic leaders. Please provide 2 or 3 letters of endorsement.

- 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, association and/or community work.
- Letters should emphasize the contributions nominee makes with students, colleagues and the community.

### **Submission Guidelines**

1. Completed application packets must be received by 3:00 P.M. February 13, 2017.
2. Completed applications must include: Data Sheet, Nomination Letter, Nominee Statement and no more than 3 Letters of Endorsement.
3. All documents must be typed, handwritten documents will not be accepted.
4. Nomination packets must include all of the materials listed and in accordance with the formatting instructions.
5. Submissions by e-mail are strongly preferred, but hard copies by mail or hand delivered are accepted.

Send nomination packages to:

Jill Dahlen

[jdahlen@washingtonea.org](mailto:jdahlen@washingtonea.org)

Or

WEA

Attn: Jill Dahlen / ESP of the Year Application

P.O. Box 9100

Federal Way, WA 98063

Questions? Contact:

Jill Dahlen

[jdahlen@washingtonea.org](mailto:jdahlen@washingtonea.org)

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