

THE SCEA 2022 ESP OF THE YEAR AWARD OVERVIEW

Purpose: The South Carolina Education Association (The SCEA) Education Support Professional (ESP) of the Year Award recognizes the contributions that Education Support Professionals make toward their schools, communities, and professions. The award is presented to a member of The SCEA who demonstrates outstanding personal and professional accomplishments and reflects the contributions of ESP to public education.

Award: This year, one nominee will receive The SCEA 2022 ESP of the Year Award, which includes mileage compensation to travel to the 2022 The SCEA ESP Conference and a \$500.00 personal cash prize. The winner will be invited to address that year's The SCEA Representative Assembly, attend the following year's The SCEA ESP Conference and represent The SCEA at the annual NEA ESP Conference.

Eligibility: All current ESP members of The SCEA who have been members for at least two years and who are currently an active member are eligible.

Nominations: Each member may submit one nominee, themselves or another member.

Selection: The SCEA ESP of the Year Selection Committee will review all nominations to ensure that eligibility and submission requirements are met. They will score the nomination per the ESP of the Year criteria below. Nominations will be rated on a scale of 1 to 5 in each area below. "1" represents minimal evidence and "5" represents very strong evidence. The total maximum number of points a nominee can receive is 25.

How Entries will be Scored: (See the explanations for these on page 4)

1. Professional Practice (5 points)
2. Member Advocacy and Association Involvement (5 points)
3. Community Engagement (5 points)
4. Personal Achievement (5 points)
5. Enhancement of ESP Image (5 points)

The SCEA ESP of the Year Selection Committee will forward its recommendation to The SCEA president who will then present the recommendation to The SCEA Board Committee for consideration and action.

Disqualification: Nominations will be automatically disqualified if:

1. The nomination is received after the deadline;
2. The nomination does not adhere to the submission guidelines;
3. The nomination does not include all the 4 required materials in the nomination packet

Each Nominee must submit the following four items:

1. Data Form
2. Personal Statement
3. Nomination Letter – letter addresses all 5 qualification areas.
4. Letters of Reference

Notification:

The SCEA 2022 ESP of the Year Award recipient will remain confidential until The SCEA Board approval. The award will be presented to the winner during the ESP conference. This year's award will be presented by the NEA ESP of the Year.

Questions:

Please direct questions to Melody Wofford: mwofford@thescea.org

Forms and Information are available online at www.thescea.org

NOMINATION DEADLINE

Must be received at The SCEA Headquarters by November 5, 2021 @ 5:00 P.M.

ITEMS TO SUBMIT

Each nominee must submit the following 4 items.

1. Data Form

Name: _____
(Please print or type)

Phone: _____

Email: _____

School: _____

School position: _____

Number of consecutive years of membership in The SCEA: _____

Nominated by: _____

Phone: _____

2. Nomination Letter

Nomination Letter – (Limit 2 pages maximum, double-spaced, one-inch margins on all sides). Nomination letter must address each of the following. Each one must be clearly labeled with the criteria heading to aid the Selection Committee in their reading:

- **Professional Practice:** Include worksite responsibilities and professional achievements the nominee has made in his/her field; include examples of leadership, creativity and innovation in making a difference for students and the school or workplace.
- **Member Advocacy and Association Involvement:** Include evidence of leadership, creativity and innovation in advocating for members, for the profession and for public education; include how the nominee's involvement in The SCEA or its affiliates contribute to professional success; include evidence that the nominee is active in member recruitment and encouraging colleagues to be more involved members.
- **Community Engagement:** Include 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 members.
- **Personal Achievement:** 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.
- **Enhancement of the Image of ESPs:** Include details of how the nominee's activities have enhanced the image of ESPs at the worksite, in the association and in the community.

3. Letters of Reference

Letter of Reference - (2 page maximum, double spaced, one-inch margins on all side, handwritten letters will be accepted).

Letter should be from someone who knows the nominee well, such as association leaders, colleagues, current or former students, parents of students, community members, etc. Letter 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.

MAILING INSTRUCTIONS

1. Do NOT staple or permanently bind the materials. Paper clips are acceptable.
2. Do NOT include covers, decorative packaging, pictures (other than the required photo), articles, clippings, etc.
3. Include ONLY the materials requested in these guidelines.
4. The complete nomination packet must be received at The SCEA no **later than November 5, 2021 @ 5:00 P.M.**

Submissions by e-mail are strongly preferred, but hard copies by mail or hand-delivered will be accepted.

Send nomination packet to: **Email:** executiveoffice@thescea.org
cc: mwofford@thescea.org

SUBJECT: The SCEA 2022 ESP OF THE YEAR APPLICATION

U.S. Mail: Rutha Johnson
 The SCEA
 421 Zimalcrest Drive
 Columbia, SC 29210

Fax: 803-772-0922