

SAAAAC ESP of the Year Awards Program

The Secretaries and Assistant Association of Anne Arundel County (SAAAAC) Education Support Professional (ESP) Award of the Year recognizes the outstanding contributions ESPs make to public education in Anne Arundel County. The award is presented to a member of SAAAAC who exemplifies all the ways ESPs meet the needs of the whole child through dedication to the profession, the community and the Union.

Criteria for ESP of the YEAR Award:

The following criteria will be used in selecting an ESP of the YEAR (EOY). The selection committee members will rate nominees on a scale of 1 to 5 on each criterion, whereas “1” represents minimal evidence of the criterion, and “5” represents very strong evidence of the criterion.

1. The nominated member must have worked a minimum of one (1) year and is not currently on probationary status at the time of nomination.
2. The nominee must be currently involved in the Association, i.e., attend general membership meetings, served as an associate rep, and/or committees of SAAAAC.
3. The nominee must currently demonstrate outstanding service leadership that positively impacts and aligns with SAAAAC goals and strategic plan.
4. The nominee should be a motivator and inspiration to members/potential members within the school system.
5. The nominee must demonstrate a commitment to community-based service-learning, volunteering, and mentoring. Along with continually pursuing personal self-development and growth.

Disqualification:

Nominations will be automatically disqualified if the nomination is received after the deadline, and all required materials

Process:

1. Forms and criteria on the EOY award is included in the October Newsletter and posted on the SAAAAC website.
2. Submit completed forms to Carmenlita Makell at the Board of Education Office of Math C/0 Community Advocacy, Partnership and Engagement Outreach or (CAPE) by October 26, 2018.
3. A selection committee will review nominations and select a winner based on the above criteria.
4. The selected honorary will be announced during American Education Week on Wednesday, November 14, 2018 for ESP Day.

Directions:

(Please note that self-nominations are not permitted.)

1. Complete the application, including two endorsements. Letters should be from those who know the nominee well such as associate leaders, colleague, parents of students, community member etc.
2. Respond to each of the criteria, using additional pages if necessary, not to exceed one page each.
3. **Submit the completed official application to:**

**Carmenlita Makell
Board of Education Office of Math
c/o Community Advocacy, Partnership and Engagement Outreach
(CAPE).**

The Honorary will receive:

- Certificate of Excellence Award
- “SAAAAC ESP of the Year” recognition at worksite and SAAAAC headquarters
- Recognition in the next month’s SAAAAC newsletter
- A letter from the President of SAAAAC
- SY 2018-19 SAAAAC sponsorship of fun and educational activities for students, staff, and community around honoree’s worksite or school of choice (if honorary is not at a school)



2521 Riva Road, Suite L-3 • Annapolis, MD 21401 • 410-266-3133 *phone* • saaaac.com

SAAAAC Education Support Professional of the Year Award Nomination Form

Name of Nominee: _____ School Name _____
Job Title: _____ Date: _____

Please provide specific, detailed examples to support your nomination. The information you provide will be used by the Community Advocacy, Partnership and Community Engagement Committee (CAPE) to determine the recipient of this award.

These activities must have occurred within the last two years. Please attach additional pages if needed.

1. Describe how the employee demonstrated a willingness to take initiative beyond regular job assignments, resulting in inspiring and supporting the performance and achievement of others.
2. Describe how the employee demonstrates the ability to work as a team member. Consistently dependable and punctual in reporting for duty, completes assignments on time and has a distinguished attendance record.
3. Describe nominee's involvement with Secretaries and Assistant Association of Anne Arundel County?
4. Describe how the nominee has volunteered, mentored or engaged in community-based service learning with their school or site.
5. Provide a description of nominees personal and professional goals including; what they are doing and have done to meet these goals; how their growth and goals benefit students, members and/or the community.

Nominated by: _____ Date: _____
Dept/Division: _____ Phone #: _____