2024

Education Support Professional of the Year (ESPOTY) Guidelines

<mark>**Application must be received at MFPE by September 8, 2023.**</mark>

Purpose. The MT Federation of Public Employees (MFPE) Education Support Professional of the Year (ESPOTY) Award recognizes the contributions that Education Support Professionals make toward their schools, communities, and professions. The award is presented annually to an MFPE member who demonstrates outstanding accomplishments and reflects the contributions of ESPs to public education. The award is presented by the Montana Professional Teacher Foundation.

Eligibility. All active classified members of an MFPE local affiliate or bargaining unit who have been MFPE members for at least three years as of December 31, 2023, are eligible. Retired members are not eligible for the award.

Benefits. In addition to being honored at MFPE's Celebration of Education, MFPE's awardee will receive expenses-paid travel to the NEA ESP National Conference and will be invited to address the MFPE Annual Conference.

Notification. The MPTF will notify the MFPE ESPOTY award winner by Monday, September 18, 2023.

Selection. MFPE's Foundation, the Montana Professional Teaching Foundation, pursuant to the selection process outlined herein, selects an MFPE awardee and submits the awardee's name and qualifications to the NEA Foundation for consideration of the NEA ESPOTY award.

The Montana Professional Teaching Foundation will honor MFPE's awardee at the annual Celebration of Education Dinner, Thursday evening, October 17, 2024, during the MFPE Educator Conference in Bozeman. The recipient of this significant award and recognition must be able to participate in the Celebration of Education event. No exceptions.

Criteria. The MPTF ESPOTY selection committee will review and score the nominations using the criteria outlined below.

- **Impact on students.** Describe specific actions you have taken and how those actions positively impacted student learning, social-emotional well-being, health and/or safety.
- **Impact on families and the community**. Describe specific actions you have taken and how those actions have positively impacted families and/or the local community.
- **Union engagement and activism, with a focus on ESP workforce issues.** Describe how your engagement and activism with the local or state union/association have positively impacted ESPs' professional stature (e.g., importance and reputation), stability (e.g., wages, benefits, and job security), and/or effectiveness (e.g., professional practice).
- **Impact on colleagues.** Describe specific actions you have taken and how those actions have positively impacted colleagues at your school campus, school district, or worksite.

2024 MFPE ESPOTY Award
DATA SHEET / PERSONAL STATEMENT / RESUME TEMPLATE

Important:
- The *2024 NEA ESP of the Year Overview and Requirements* and other award materials are available at www.nea.org/espoty-nomination. Questions? Contact Donna Graveley at dgraveley@mfpe.org

* Required fields in the online system

DATA SHEET

DATE
Click or tap here to enter text.

NOMINEE'S PERSONAL INFORMATION
*First Name
Legal first name as it appears on your driver's license, birth certificate, etc.
Click or tap here to enter text.

*Last Name
Legal first name as it appears on your driver's license, birth certificate, etc.
Click or tap here to enter text.

*What name would you like to be used on your certificate and in other communications and promotional materials? *(e.g., webpage, signage, name badge)*
Click or tap here to enter text.

*Home Street Address (No P.O. Boxes, please.)
Click or tap here to enter text.

*Home City/Province
For non-U.S. addresses, provide state, province, territory, and county as required.
Click or tap here to enter text.

*Home State
State abbreviations (e.g., AK, ID) only. For non-U.S. addresses, type "N/A."
Click or tap here to enter text.

*Home Zip/Postal Code
Click or tap here to enter text.

*Home Country
Click or tap here to enter text.

*Personal E-mail (An email you check regularly/year-round. Preferably not a school/work email.)
Click or tap here to enter text.

*Primary Phone Number (include area code) (Preferably not a school/work phone number.)
Click or tap here to enter text.

Alternate Phone Number (include area code)
Click or tap here to enter text.

Age range (Select one)
☐18-25
☐26-35
☐36-45
☐46-60
☐61+
☐Prefer not to say

*Race/Ethnicity (Select one)
☐Asian and Pacific Islander
☐Native American/Alaska Native
☐Latin(o/a/x), Hispanic, and Chican(o/a/x)
☐Black or African American
☐Multiracial
☐MENA (Middle East and North Africa)
☐White
☐Other
☐Prefer not to say

*Gender Identity (Select one)
☐Female
☐Male
☐Non-binary/Gender Non-Conforming
☐Transgender
☐Prefer not to say

*Pronouns for inclusion in promotional materials (Select one)
(e.g., articles and related write-ups)
☐She/Her/Hers
☐He/Him/His
☐They/Them/Theirs
☐Ze/Zir/Zirs
☐Prefer to self-describe
☐Prefer not to say

If you selected "Prefer to self-describe" above, enter your desired pronouns.
Click or tap here to enter text.

NOMINEE'S WORKSITE/CAREER INFORMATION
*Local Affiliate (no abbreviations, please)
Click or tap here to enter text.

*Local President (Please provide the name of the nominee's Local President)
Click or tap here to enter text.

*UniServ Director (Please provide the name of the nominee's UniServ Director; e.g., UniServ Rep, Field Rep, Labor Relations Consultant)
Click or tap here to enter text.

*10-digit NEA Member ID (Can be found on the address label of your NEA Today magazine, by calling your State Affiliate, or emailing jyoung@nea.org.)
Click or tap here to enter text.

*Number of Years as NEA Member (Minimum requirement is at least three years as of 12/31/23)
Click or tap here to enter text.

*Employment Status (Retired members are not eligible for the award.)
☐Active
☐Retired

*Job Title (No abbreviations. The title provided will be used in communication and promotional materials).
Click or tap here to enter text.

*NEA ESP Career Family (Check all that apply)
Visit nea.org/esp or click on the links below for career family descriptions.
☐Clerical Services
☐Custodial/Maintenance
☐Food Services
☐Health/Student Services
☐Paraeducators
☐Security Services
☐Skilled Trades
☐Technical Services
☐Transportation Services
☐ Other

If you selected "Other" for NEA Career Family above, please explain:
Click or tap here to enter text.

*Career Experience (Select one)
☐Early career Educator (0-5 years)
☐Mid-career Educator (6-10 years)
☐Veteran Educator (11+ years)
☐Prefer not to say

*School/Worksite (no abbreviations, please)
Click or tap here to enter text.

*School District/University (no abbreviations, please)

Click or tap here to enter text.

*Work City/Province
For non-U.S. addresses, provide state, province, territory, and county as required.
Click or tap here to enter text.

*Work State
State abbreviations (e.g., AK, ID) only. For non-U.S. addresses, type "NA."
Click or tap here to enter text.

*Worksite Level (Check all that apply)
☐Pre-K
☐Elementary
☐Middle or Junior High School
☐High School
☐Central Office/Districtwide
☐Post-Secondary/Higher Education
☐Other

If you selected "Other" as your Worksite Level above, please elaborate:
Click or tap here to enter text.

*School Community Type (Select one)
☐Urban
☐Suburban
☐Rural
☐Other

If you selected "Other" as your School Community Type above, please identify:
Click or tap here to enter text.

* Is your school a Title I school? If you work in multiple schools, if your main worksite is not a school, or if this does not apply, please select N/A.
☐Yes
☐No
☐N/A

PERSONAL STATEMENT

Nominees must submit a Personal Statement that provides specific examples of achievement and impact in each of the four award criteria. The Personal Statement cannot exceed 750 words per criterion.

The following three questions will be applied to each of the criterion during scoring:
1. What is the **degree of impact?** (Was the impact transactional or transformational? Were systems changed? What was the breadth and/or depth of impact?)
2. How did the actions advance **racial and social justice** in education? (Did the actions address issues of inequity? If yes, how? How were the actions inclusive and/or responsive to marginalized communities?)
3. To what degree did the nominee **collaborate or partner** with others? (e.g., individuals, organizations, etc.?)

NOTE: Long answer text fields for the Personal Statement do not truncate responses or flag for the nominee if they have exceeded the 750-word count limits. However, the online system will flag when responses have exceeded word count limits and require adjustments before proceeding to another section of the nomination. Nominees and POCs should double check these responses before they are entered into the system.

* Required fields in the online system

* Impact on students. (750 words)
Describe specific actions you have taken and how those actions positively impacted student learning, social-emotional well-being, health and/or safety.
Click or tap here to enter text.

* Impact on families and the community. (750 words)
Describe specific actions you have taken and how those actions have positively impacted families and/or the local community. Click or tap here to enter text.

* Union engagement and activism, with a focus on ESP workforce issues. (750 words)
Describe how your engagement and activism with the local or state union/association have positively impacted ESPs' professional stature (e.g., importance and reputation), stability (e.g., wages, benefits, and job security), and/or effectiveness (e.g., professional practice). Click or tap here to enter text.

* Impact on colleagues. (750 words)
Describe specific actions you have taken and how those actions have positively impacted colleagues at your school campus, school district, or worksite.
Click or tap here to enter text.

RESUME QUESTIONNAIRE

Nominees must further demonstrate their accomplishments and impact related to the award criteria through the Resume Questionnaire. It should outline the work and professional experiences of the nominee through brief bullets or paragraphs. Nominees may respond with up to 750 words per question.

NOTE: Long answer text fields for the Resume Questionnaire do not truncate responses or flag for the nominee if they have exceeded the 750-word count limits. However, the online system does flag when responses have exceeded word count limits and requires adjustments before proceeding to another section of the nomination. Nominees and POCs should double check these responses before they are entered into the system.

* Required fields in the online system

Professional Positions
* What professional positions (e.g., worksite position, job) do you <u>currently hold</u>? (750 words)
Click or tap here to enter text.

* What professional positions (e.g., worksite position, job) have you <u>held in the past</u>? (750 words)
Click or tap here to enter text.

School/District Positions/Appointments
* What additional school or district roles (e.g., committee or workgroup roles; student, athletic club or coaching positions; other engagements outside your job) do you <u>currently have</u>? (750 words)
Click or tap here to enter text.

* What additional school or district roles (e.g., committee or workgroup roles; student, athletic club or coaching positions; other engagements outside your job) have you <u>had in the past</u>? (750 words)
Click or tap here to enter text.

Education/Training
* Please list your education, training and/or certificates, licenses, etc. (750 words)
Click or tap here to enter text.

External Organizations/Stakeholder Positions
* What positions with external organizations, community groups or other stakeholders do you currently hold? (750 words)
Click or tap here to enter text.

* What positions with external organizations, community groups or other stakeholders have you <u>held in the past</u>? (750 words)
Click or tap here to enter text.

Honors/Awards
* Please list any honors or awards you have received, including the name of the honor/award and the year received. (750 words)
Click or tap here to enter text.

Association Positions/Appointments
* What Association positions or committee appointments do you <u>currently hold</u>? (750 words)

Click or tap here to enter text.

* What Association positions or committee appointments have you <u>held in the past</u>? (750 words)
Click or tap here to enter text.

2024 MFPE ESPOTY AWARD
NOMINATION SUBMISSION CHECKLIST

- The *2024 NEA ESP of the Year Overview and Requirements* and other award materials are available at www.nea.org/espoty-nomination. Questions? Contact Donna Graveley at dgraveley@mfpe.org

*Scored by the selection committee

Data Sheet

☐Nominee is an **active ESP member** of an MFPE local affiliate or bargaining unit <u>AND</u> has been an MFPE member for **at least three years as of December 31, 2023.**

**Personal Statement

☐ Provides specific examples of the nominee's impact in each of the following award criteria.
    ☐ Impact on students.
    ☐ Impact on families and the community.
    ☐ Union engagement and activism, with a focus on ESP workforce issues.
    ☐ Impact on colleagues.

*Important: *The award criteria were updated this year. Additional guidance and complete criteria descriptions are available in the NEA ESP of the Year Overview and Requirements at www.nea.org/espoty-nomination.*

☐ Responses describe what action was taken and what impact the action had.

☐ Responses took into consideration the following questions. These questions will be applied to each of the criteria during scoring.
1. What is the **degree of impact?** (Was the impact transactional or transformational? Were systems changed? What was the breadth and/or depth of impact?)
2. How did the actions advance **racial and social justice** in education? (Did the actions address issues of inequity? If yes, how? How were the actions inclusive and/or responsive to marginalized communities?)
3. To what degree did the nominee **collaborate or partner** with others? (e.g., individuals, organizations, etc.?)

**Resume Questionnaire

☐Further demonstrates the nominee's achievements and impact in each of the following award criteria.
    ☐ Impact on students.
    ☐ Impact on families and the community.
    ☐ Union engagement and activism, with a focus on ESP workforce issues.
    ☐ Impact on colleagues.

State President Acknowledgment
☐The state president has approved you to sign and submit the acknowledgment on their behalf.

*Letters of Recommendation
☐**Three (3) Letters of Recommendation (no more, no less) have been uploaded as PDF files.**

☐ Each letter is **typed**, **one-page maximum,** with **one-inch margins** and **minimum 11-point font.**

☐ Each letter notes how long the letter writer has known the nominee and describes the capacity (e.g., school/worksite, local/state union, community) through which the writer is commenting on the nominee's accomplishments and impact.

☐ Letters are addressed to the selection committee or "to whom it may concern."

☐ The signature line of each letter includes the writer's signature (typed or handwritten), first and last name (typed), title/position, and phone number or email address.

☐ Each filename includes the nominee's first and last name and state (e.g., two-letter state abbreviation).

Digital Head Shot
☐A high-resolution digital head shot (1200 x 1200 pixels or 1.4Mb in size and 300 dpi) in JPEG file format has been uploaded.

☐The photo was taken in good lighting, and ample headroom is around the nominee's head.

☐ The photo is not a selfie, picture of a picture, or screenshot from Facebook or another social media platform.

Nomination Deadline
☐ Nomination has been or will be received by **11:59 p.m. on Friday, September 8, 2023.**

All award materials can be downloaded from www.nea.org/espoty-nomination.

Questions? Email Donna Graveley at dgraveley@mfpe.org