

# Educational Support Personnel of the Year Award Guidelines

The Educational Support Personnel of the Year Award will be conducted annually by the combined effort of the School District of University City and UCFT-SRP-3179A.

## **WHO IS ELIGIBLE?**

Any educational support personnel who works for the School District of University City, Missouri, for a minimum of two (2) years as of the original nomination deadline of the last Friday in January of the nomination year and plans to continue employment with the district for the awarded year is eligible. This includes secretaries, nurses, technicians, aides (FA/TA), food service, social workers, custodial/maintenance or any other non-certificated Educational Support Personnel employed by the school district. Personnel whose duties are primarily supervisory are ineligible.

Candidates should have the respect and admiration of their peers. They should understand the importance of their role in the district whether it is being a positive role model for the students and staff or playing an active role in providing service to the district over and above their responsibilities. They must be willing and available to be mentors for any support staff member who is new to the district, if asked. They must also be willing and available to become a spokesperson for the district's educational support personnel, if needed. (Note: deceased or retired ESP are not eligible.)

## **NOMINATING PROCEDURES**

Nomination forms are to be available on the web, in school, in administrative offices and/or other community sites. Nomination forms may also be distributed to staff and/or students. The Educational Support Personnel of the Year Award Selection Committee chairperson (selected by the UCFT-SRP) will have additional copies of the nomination form. Forms must be completed and submitted to the selection committee chairperson by the set deadline. Nominees will be notified and requested to submit a nominee's packet described below by a set deadline. Deadline may be extended if a sufficient number of nominations have not been received. (See timeline for details.)

## **NOMINATION PACKET**

Each nominee is notified and must submit a packet to the committee chairperson by the set deadline containing the following:

1. A cover letter introducing yourself, your work assignment (i.e. secretary, custodian, etc.), assigned building, and years of service with the district.
2. Two letters of support: one from your current supervisor and one from a colleague (must be a current district employee).
3. An essay about your district-related accomplishments. (i.e. Why you enjoy working for the district. How you help make the district a positive work-experience for other employees.)

Nominees not submitting their packet by the stated deadline will be considered as declining the nomination.

## **SELECTING THE WINNER**

The selection committee, organized by a chairperson, will consist of at least six members from the following categories: secretaries, nurses, social workers technicians, custodial staff, maintenance and aides (TA/FA) with a varied representation from across the district. The chairperson will compile packets for the committee including all nomination forms, nominees' packets and tally scale. The committee will meet (proxies permitted) and review the candidate materials and agree to recommend the top four nominees with ranking. When the selection procedure is complete, the committee will meet (proxies permitted) with the Assistant Superintendent of Human Resources to present recommendations with prioritized ranking for a final vote to select the recipient. The recipient selection will be forwarded by the Assistant Superintendent of Human Resources to the Superintendent of the Schools for final approval. Once approved, the Assistant Superintendent of Human Resources will notify the recipient and finalists of the award and invite recipient to a school board meeting in April or early May, Honoree/Retirees Reception in late May or early June and Opening Day activities in August.

## **AWARDS AND ACTIVITIES**

Winner and finalists are expected to attend the April/May Board of Education meeting where the selection is officially announced and the Honorees/Retirees Reception in May for certificate and/or award. Winner is expected to attend Opening Day ceremony in August. A member of the Board of Education will present a certificate and a check in the amount of 500 to the Educational Support Personnel of the Year Award recipient during the Opening Day ceremony for the school district at which time they may share a few words with their colleagues. ESPoY winner will also be expected to attend the Honorees/Retirees Reception for the closing of their term and any other significant events as representative of the support staff body.