

SCHOOL DISTRICT of UNIVERSITY CITY

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TO: University City School District Staff, Administrators, Parents, and Residents

FROM: Dr. Darryl O. Cobb, Assistant Superintendent for Human Resources
& CarolAnn Cole, Communications Specialist

RE: Nominations for the University City
Educational Support Personnel of the Year Award

The School District of University City is seeking **Educational Support Personnel of the Year Award** nominations. Please use the attached **Educational Support Personnel of the Year Award Nomination Form** to nominate a candidate.

Nominees should be a current employee who is respected and admired by students and colleagues, as well as play an active role in the District, whether it is job-related or extracurricular activities. According to District guidelines, persons holding supervisory positions are ineligible.

The deadline to nominate candidates for the **Educational Support Personnel of the Year** award is generally the last Friday in January unless extended (see guidelines on back).

Nominators may submit nomination(s) in a sealed envelope to the UCFT-SRP building representative, school secretary or directly to:

School District of University City
Educational Support Personnel of the Year Selection Committee
c/o CarolAnn Cole, Selection Committee Chairperson
8136 Groby Road
University City, MO 63130

Beginning in 2009-2010 school year, PDF nominations will also be accepted electronically via email to ccole@u-city.k12.mo.us. IF you do not get an e-confirmation of receipt of your email within five (5) working days, please submit printed copy to the above address.

Additional nomination forms are available in the Office of Communications or may be downloaded from the district website at www.ucityschools.org.

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 five (5) 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.

Nomination Form for Educational Support Personnel of the Year Award

Name of Nominee _____ School Year _____

School/Building _____ Position _____

Name of Person Making Nomination _____

Nominator's contact information (phone or email) _____

Comments must be included for each section. Attach additional sheets for comments, if necessary.

1. List some specific ways this nominee has served as an inspiration and role model to the students and staff of the school district. (Give some specific examples.) _____

2. Please describe how the nominee takes an active role in the school district. _____

3. How has the nominee offered service and leadership in his/her school? In the district? _____

4. What are the nominee's special job-related strengths and skills which affect the educational process? _____

5. What are the nominee's personal qualities (i.e. attitude, creativity, relationships with co-workers, etc.)? _____

6. Describe how the nominee goes above and beyond what is required for the job? _____

Please note: **Nominations are to be submitted by last Friday in January unless extended.**

Please forward all nominations in a sealed envelope to UCESPOY Selection Committee c/o CarolAnn Cole, Chairperson, McNair Administration Building, 8136 Groby Road, University City, MO 63130.

PDF nominations may be submitted via email to ccole@u-city.k12.mo.us.