

November 19, 2024

TO: Local Presidents

FROM: VEA Education Support Professionals Committee

SUBJECT: 2025 Nominations for VEA Education Support Professional of the Year

We are pleased to provide you with the VEA ESP of the Year Awards Nomination Package. If you have not already done so, now is the time to consider whom you will nominate for the award.

Enclosed is a copy of the flyer and the nomination package which contains the nomination and selection procedure, submission guidelines, nomination and formatting guidelines, data sheet and the local affiliate acknowledgement form for the award. You will also find information and the nomination package, on the VEA website at www.veanea.org/esp. The award will be presented at the 2025 VEA Delegate Assembly in Abingdon, Virginia.

The deadline for submitting the nomination package is 4:30 pm on Friday, January 17, 2025.

The ESP Committee will select a recipient based on the criteria described in the nomination package.

If you have questions or need additional information, please feel free to call us at 1-800-552-9554 or (804) 648-5801, extension 334 or 335.

Enclosures

cc: VEA Board
UniServ Council Chairs
UniServ Directors
ESP Committee

8001 Franklin Farms Drive, Suite 200
Richmond, VA 23229
D 804.775.8334
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tpark@veanea.org

Virginia Education Association Education Support Professional of the Year Award

Calling all Local Affiliates to nominate an ESP member who is actively engaged in their profession, Association and community.

Purpose: The VEA Education Support Professional 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 VEA who demonstrates outstanding accomplishments and reflects the contributions of ESP to public education.

Award: Each year, one nominee receives the *VEA ESP of the Year Award*. The recipient would receive funding, to include travel and lodging, to attend the National ESP Conference. The winner will be recognized at the VEA Delegate Assembly. The winner will also receive a monetary gift of \$250.

Deadline: All nominations must be received at VEA no later than 4:30 pm on January 17, 2025.

Questions: Contact Chastity Howard at choward@veanea.org or Todd Park at tpark@veanea.org



Nomination and Selection Procedure

- Nominations:** Each local may submit **only one nominee through an ESP award program**. A local ESP award program is defined as one developed by the local that solicits nominations and selects one award recipient.
- Eligibility:** All Education Support Professional members of a local affiliate who have been VEA members for at least **three years** as of January 8th of the award year are eligible. **Nominees must be an “active” member at the time of selection. Individuals must be nominated by their local through an ESP award program.**
- Selection:** All nominations must comply with the nomination guidelines. The VEA ESP Committee will review all nominations to ensure that eligibility and submission requirements are met. The VEA ESP Committee will forward its recommendation to the VEA President/Board of Directors for presentation at the Virginia Education Association Delegate Assembly.
- Notification:** The VEA Education Support Professional Award will be presented at the 2025 VEA Delegate Assembly.

****Process Change: Updated Criteria****

Scoring/Selection Process & Award Criteria

The VEA ESP of the Year selection committee will review and score the nominations using the updated ESP of the Year award 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.

To help the nominee better tell their story and focus on their impact (instead of simply submitting a list of accomplishments), each criterion follows the same cadence: "What action was taken, and what impact did that action have?"

The following three 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 Social issues? (What were the social implications (or advancements) of the applicant's actions? What issues were impacted or changed due to their actions?)
3. To what degree did the nominee collaborate or partner with others? (e.g., individuals, organizations, etc.?)

The VEA ESP committee will review and score the nominations using the above award criteria for a combined maximum of 17 points. The committee will review and score the nominee's Personal Statement, Resume Questionnaire, and Letters of Recommendation for up to 4.25 points per criterion.

The VEA ESP committee does not score the Nomination Information, Data Sheet, and Local Affiliate Acknowledgment Form. Select parts of the Nomination form (e.g., type of nomination, affiliate name, zone/state) and Data Sheet (e.g., name, career/worksites information) are reviewed by the selection committee to provide additional context to each nomination. The VEA ESP Committee will review all nominations to ensure that submission and eligibility requirements are met.

A strong nomination package will demonstrate how the nominee meets and/or exceeds each criterion. It will demonstrate the nominee's impact in each criterion area by describing what action was taken and what impact the action had. Strong nominations tell how the nominee has effected change using specific examples. Nominees should ask themselves, "What is the story I want to tell about my work and impact in each of the criterion areas? A strong nomination is more than simply a list of accomplishments. It is the story of how those accomplishments made an impact.

SUBMISSION GUIDELINES:

1. The nomination package **must** be typed. **Handwritten** documents will **NOT** be accepted.
2. Do **NOT** include covers, photos of the nominee, articles or news clippings about the nominee, any other materials not specified in these guidelines.
3. Include **ONLY** the materials requested in these guidelines.
4. **The complete nomination package must be emailed as a Microsoft Word document to choward@veanea.org.** Hard copies and faxed copies will not be accepted.
5. **The complete nomination package must be received at VEA via email no later than 4:30 pm on January 17, 2025.**

Nominations that do not conform to deadlines and format specifications **will be disqualified.**

All nomination applications will be saved in file at VEA for one (1) year.

*The ESP Committee and staff liaison will assist the VEA ESP of the Year award winner to apply to the NEA ESP of the Year nomination.

VEA ESP of the Year Award Nomination and Formatting Guidelines

A complete nomination package includes the following award requirements:

- A completed Nomination Form, including the:
- the nominee's Data Sheet
- the nominee's Personal Statement
- the nominee's Resume Questionnaire
- Local Affiliate Acknowledgement Form
- Three (3) Letters of Recommendation (no more, no less)

Data Sheet / Personal Statement / Resume Questionnaire

Nominees are required to complete and submit a Data Sheet, Personal Statement, and Resume Questionnaire. These requirements allow the nominee to share relevant personal and career information and demonstrate how they have met or exceeded the four criterion areas. **IMPORTANT!** The nominee must write the responses for these sections. They cannot be written by another individual (i.e., an individual who nominated the member as part of the affiliate's process). Nominations submitted with any sections written from a third-person point of view will not be accepted.

Data Sheet: Each nominee must provide personal contact, worksite/career, and demographic information in the Data Sheet.

Personal Statement: Nominees must also complete and submit a Personal Statement that provides specific examples of impact in each of the four award criteria. Nominees may respond with up to 750 words per criterion.

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 will outline past and present professional and Association positions, school or district roles, and positions with external organizations, community groups, or other stakeholders. Nominees will also list education, training, and/or certificates and licenses, and honors or awards received. Nominees may respond with up to 750 words per question.

****Process Change: Letters of Recommendation Requirements and Formatting****

Letters of Recommendation

Paired with the Personal Statement and Resume Questionnaire, three (3) Letters of Recommendation (no more, no less) should further demonstrate the nominee's accomplishments and impact related to the award criteria.

Nominees should seek letters of recommendation from individuals who can cite specific examples of how the nominee has impacted one or more of the four criterion areas. ****Process Update**** We no longer require that a letter from an individual at the nominee's school/worksite, union, and community be submitted. However, we recommend that letter writers should be from the nominee's school/worksite (e.g., fellow ESPs, teachers or other colleagues; principals, superintendents), local/state union (e.g., elected leaders, fellow members, staff), and community (e.g., current or former students; parents/families/guardians of students; representatives of charitable, faith-based, non-profit or other community-based organizations) as these capacities align with the award criteria.

Letters should note how long the writer has known the nominee and describe the capacity (e.g., school/worksite, local/state union, community) through which the writer is commenting on the nominee's accomplishments and impact. Nominations that don't include three (3) letters of recommendation will not be accepted.

FORMATTING OF LETTERS

- **Process Update:** Letters must be typed, one-page maximum, with one-inch margins and minimum 11point font and uploaded as PDFs. Letters that do not adhere to these requirements will not be accepted. Formatting issues will be flagged and will be required to upload new letters and resubmit the nomination.
- Letters can be addressed to the VEA ESP Committee or "to whom it may concern."
- The signature line of each letter should include the writer's signature (typed or handwritten), first and last name (typed), title/position, and phone number or email address should we need to reach them with questions.

2025 VEA ESP of the Year Award DATA SHEET

This form must be used to provide nominee and affiliate information.

NOMINEE INFORMATION

Nominee: _____

Home Address: _____

City: _____ State: _____ Zip Code: _____

Mobile Phone: _____ Alternate Phone: _____

Home E-mail: _____

Job Title: _____

NEA Career Family (check all that apply)

<input type="checkbox"/> Clerical Services	<input type="checkbox"/> Health/Student Services	<input type="checkbox"/> Skilled Trades
<input type="checkbox"/> Custodial/Maintenance	<input type="checkbox"/> Paraeducators	<input type="checkbox"/> Technical Services
<input type="checkbox"/> Food Services	<input type="checkbox"/> Security Services	<input type="checkbox"/> Transportation Services

School/Worksite: _____ District: _____

Work Address: _____

City: _____ State: _____ Zip Code: _____

Work Phone: _____ Work Email: _____

Number of Years VEA/NEA Member: _____

LOCAL AFFILIATE INFORMATION

President: _____

Affiliate Name: _____

Address: _____

Telephone: _____ Fax: _____ E-mail: _____

The deadline is on or before 4:30 pm on January 17, 2025.

2025 VEA ESP of the Year Award LOCAL AFFILIATE ACKNOWLEDGEMENT FORM

This form must be used to provide nominee and affiliate information.

The _____ nominates
Affiliate Name

Nominee Name

for the 2025 VEA ESP of the Year Award. The nominee is a current ESP member and has been a member for at least three years as of January 17, 2025.

Local President Name

Local President Signature (may be signed electronically)

Date

Virginia Education Support Professional of The Year

Recognizing the contributions of Education Support Professionals to their schools, communities, and professions.



Calling all Local Affiliates to nominate an ESP member who is actively engaged in their profession, Association and community. The nominee should demonstrate involvement in each of the four (4) criteria:

- Impact on students
- Impact on families and the community
- Union engagement and activism, with a focus on ESP workforce issues.
- Impact on colleagues

Nominees must be an "active" member for three years as of January 08 of the award year as well as at the time of selection as their local nominee. **Submit the nomination package as a Microsoft Word document via email to VEA no later than 4:30 pm on January 17, 2025.** The nomination formatting and guidelines are available on the VEA website at www.veanea.org/esp.

Send your nomination package to:

Chastity Howard
choward@veanea.org

Attention: VEA Education Support Professional Of The Year

