



Nomination Form

Award to be presented at the MTA Annual ESP Conference

April 6-7, 2018

Sea Crest Beach Hotel, North Falmouth

2018 MTA ESP Award – Honoring Education Support Professionals

Education Support Professionals (ESPs) work in educational settings. They work in preK-12 schools through higher education institutions in the following job categories: custodians/maintenance, food service, paraprofessionals, assistants, secretaries/clerks, security services, technical services, trades/crafts, transportation, and health services.

- There shall be only one ESP member nominee from any local association, regardless of the categories of ESP members within the local association.
- Each nominee shall come from the local association through the president or Executive Committee/Board of the local. Anyone in the local may nominate a member. A local may also wish to establish a nominating committee, which would then make a recommendation to the president or Executive Committee/Board.
- Each local that submits a nomination must provide adequate supporting materials with a minimum of three, and no more than five, letters of recommendation for the nominee.
- MTA's ESP Committee shall constitute the selection committee.
- The committee shall screen nominations without names or local references. Any previous nomination may be resubmitted on the 2018 Nomination Form.
- The ESP Committee's nomination shall be sent to the MTA Board of Directors for a vote.
- An award is only given when there is a qualified nominee.
- The ESP Award will be presented at the MTA Annual ESP Conference, April 6-7, 2018, at the Sea Crest Beach Hotel in North Falmouth. Additionally, the MTA awardee may be eligible for the NEA ESP of the Year Award in the spring of 2019.

Please note that teachers are not eligible for the ESP Award.

1 Provide written responses to the following statements & questions.

Letters of recommendation to the MTA on behalf of the nominee are welcome from teachers, staff, students, administrators and community members.

Nomination forms and supporting data must be postmarked no later than Friday, November 17, 2017.

Professional Practice

- Describe the nominee's worksite responsibilities and the personal achievements of the nominee in his/her classification or field.
- How has the nominee demonstrated leadership, creativity and innovation at the worksite?
- How has the nominee's professional growth made a difference for the school, the students and the community?

Advocacy and Association Involvement

- In what ways does the nominee serve as an advocate in the day-to-day educational process for members, for the profession and for public education?
- How has the nominee's involvement in the local association and MTA contributed to his/her success as a professional? How would the nominee persuade a new colleague to join or become more active in the association?

Community Engagement

- Specify in detail how the nominee has been involved in promoting public education in the community.
- In what other ways is the nominee involved in community activities/projects?

Enhancement of ESP Image

- Describe in detail how the nominee's activities have enhanced the image of Education Support Professionals at the worksite, in the association and in the community.

Personal Achievement

- How has involvement in association and community activities enabled the nominee to meet his/her own personal goals?

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Complete the MTA ESP Award nomination form.

Please complete this entire nomination form and include a letter from the nominating local association president.

IMPORTANT

This nomination form must be filed for any nominee, even if he or she was previously nominated.

Either the local association president or the chair of the local Executive Committee/Board of the local association must complete and sign this form.

All nominations submitted to the MTA will be evaluated on the basis of the criteria listed in this nomination form.

I hereby nominate the following member to receive the MTA ESP Award to be presented at the MTA Annual ESP Conference.

Nominee		
Member ID #		
Local Association		
Street Address		
City	State	Zip

Name of president or chair of local Executive Committee/Board	
Signature	
Member ID #	
Local Association	
Street Address	
City	State Zip
Home Phone	Work Phone
E-mail	

This nomination form may be completed electronically. For best results, open the PDF directly in Adobe Acrobat® or Adobe Reader.® Complete any fillable areas by typing in the fields. Save a copy to your computer for your records and send by e-mail to chimottu@massteacher.org.



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QUINCY, MA 02171-2119



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U.S. POSTAGE

PAID

BOSTON, MA
PERMIT NO. 59604



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Submit the completed nomination form.
Attach written responses and any supporting data.

Send all materials to:

The Massachusetts Teachers Association
Attn: Carolyn Himottu
48 Sword St. | Auburn, MA 01501

Materials may be faxed or e-mailed to Carolyn Himottu:
Fax 508.753.4503 or e-mail chimottu@massteacher.org.

For more information, e-mail Audra Makuch at amakuch@massteacher.org.

To download a PDF of this form, please visit www.massteacher.org/esp.

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