



**UTAH
SCHOOL
EMPLOYEES
ASSOCIATION**

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Jason Lewis, President
Bryan Sprague, Executive Director

**USEA OUTSTANDING EDUCATIONAL
ADMINISTRATOR AWARD**

Purpose: The **USEA OUTSTANDING EDUCATIONAL ADMINISTRATOR AWARD** recognizes an administrator that has demonstrated exemplary respect for, and dedication to, Educational Support Professionals (“ESPs”).

Award: Each year, one award is available. There is no guarantee that it will be awarded.

The winner receives a plaque and will be honored at USEA’s annual delegate conference. Names and mini-biographies of Outstanding Administrators may be published in an “Employee of the Year” booklet, printed in the USEA Review following Delegate Conference, released to the media, and submitted to the Utah State Office of Education.

Eligibility: Current building-level administrators (e.g. principals, assistant principals, directors), and district-level administrators are eligible.

Deadline: All nominations must be **received** by the USEA no later than 4:00pm, Mountain Time, on **March 1**. If March 1 falls on a Saturday or Sunday, the deadline shall be extended to 4:00pm, Mountain Time, on the following Monday. Nominations received after the deadline will be disqualified.

Applications by e-mail are preferred but hard copies by mail are accepted. **Faxed copies will not be accepted.**

Send to:
USEA Scholarship Committee
864 E Arrowhead Lane
Murray, UT 84107-5211

Email to:
wkesler@useautah.org
Subject: Scholarship Application

Questions:
Call: Maryann Gilmore 435.962.2821
Email: mgilmore@useautah.org

Nomination and Selection Procedure

Nominations: Nominations may come from any USEA chapter and must be submitted on the approved nomination form with signatures of both the local chapter president and the person submitting the nomination.

Selection: All nominations must comply with the nomination guidelines. The USEA President shall appoint an Outstanding Employees/Scholarship Committee to review all nominations and ensure that eligibility and submission requirements are met. The Committee will forward its recommendation to the USEA President for consideration and action.

Notification: The Outstanding Administrator winner will be announced at the annual USEA Delegate Conference banquet.

Nominations are judged according to the following five criteria:

- **Professional Practice** – Commitment to a professional management approach
- **Partnership**- Awareness of the ESPs role in student success
- **Commitment** – Support & respect for, and dedication to, ESPs
- **Personal Practice** – Attitude toward, and relationships with, ESPs
- **Elevating ESP Careers** – Promotes an environment of excellence and equality

Submittal requirements: Nominations are limited to five (5) pages; the Nomination Form is Page 1 and the Reasons for Nomination sheet is Page 2. Both sheets are attached and information should be entered using a 12-point font- handwritten information, other than signatures, is NOT allowed. As you type on the Reasons for Nomination sheet, the remaining text will automatically scroll down, allowing for responses of varying length.

Remember that both the person making the nomination and the local president must sign at the bottom of the Reasons for Nomination sheet.

- ❖ **Optional letters of support/information** – *maximum 3 letters, 1 page each; double-spaced using a 12-point font and 1 inch margins all around*

Nominations **may** include up to three additional pages for letters of support or other information/exhibits. Letters should be from those who know the nominee well, must include how long the writer has known the nominee and in what capacity the writer is able to comment on the nominee's involvement with ESPs.

Nominations that do not comply with the guidelines, as well as late, incomplete, handwritten or faxed nominations, will be disqualified.



**USEA OUTSTANDING EDUCATIONAL
ADMINISTRATOR AWARD
NOMINEE DATA SHEET**

DEADLINE: MARCH 1st

Please use **this form** to submit the nomination. Failure to provide all requested information, including signatures, by the deadline will result in disqualification. Handwritten sheets will NOT be accepted.

NOMINEE INFORMATION

Applicant Name: _____

District: _____ Position: _____

Work Location: _____

Home Address: _____

Phone: _____ Email: _____

Member Name: _____

District: _____ Position: _____

Work Location: _____

Home Address: _____

Phone: _____ Email: _____

REASONS FOR NOMINATION

(Maximum 2 pages, double-spaced with 1 inch margins on all sides)

- 1. Professional Practice:** *How has the nominee made a commitment to a professional management approach in attracting, retaining, and developing a cooperative team of motivated and productive staff?*
- 2. Partnership:** *In what ways has the nominee demonstrated leadership and awareness of the ESPs role in student success?*
- 3. Commitment:** *In what way(s) does the nominee demonstrate exemplary respect for, and dedication to, ESPs within his/her building site and/or district?*
- 4. Personal Practice:** *In what ways has the nominee demonstrated distinctive leadership and developed teamwork within the educational family. Such factors may include but are not limited to: attitude and cooperation; relationships with classified professionals*
- 5. Elevating ESP Careers:** *In what ways has the nominee promoted an environment where ESPs are recognized and respected as essential partners in student success?*

Signature of person making nomination

Signature of local president