



Utah  
School  
Employees  
Association

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Michael Evans, President

Greg Burrow, Interim Executive Director

## **Outstanding Education Support Professional Service Award**

**Purpose:** The Utah School Employees Association (USEA) Outstanding Education Support Professional (ESP) Service Award recognizes the contributions that Education Support Professionals make towards their schools, communities, and professions. The award is presented annually to a USEA member who demonstrates outstanding accomplishments and reflects the contributions of ESPs to public education and student success.

**Award:** Each spring, one nominee from each of the following job categories: Custodial Services, Technical Services, Security Services, Skilled Trades/Maintenance Services, Transportation Services, Health/Student Services, Clerical Services, Food Services, and Paraeducators will be presented with the USEA Outstanding ESP Service Award at the annual USEA Awards Banquet. The recipients will receive recognition and a plaque at the annual USEA Awards Banquet. Recipients will also receive recognition on the USEA website and social media platforms.

**Automatic Nominations:** Recipients of the USEA Outstanding ESP Service Award will be automatically nominated for the USEA Education Support Professional of the Year Award. One nominee will be presented with the USEA ESP of the Year Award at the Annual Awards Banquet. The recipient of this award will be publicly recognized through social media platforms, newsletters, emails and on the USEA website for his/her accomplishment. The recipient's school district will be notified of the award as well. USEA's ESP of the Year Award recipient will be submitted to the National Education Association (NEA) for nomination of the NEA ESP of the Year Award for the following year and will attend the NEA ESP Conference for that year, at the Associations expense, which is held in the spring of each year. The recipient may also be nominated for the Utah URIS Award.

Recipients of the USEA ESP of the Year Award will be asked to be an ambassador for USEA by assisting with ESP issues throughout the year.

**Eligibility:** All active members of USEA, who have been an active USEA member for at least three years as of December 31, are eligible.

**Deadline:** All nominations must be completed and **submitted to USEA by 11:59 p.m. MST on March 1, 2025.** Nominations submitted after this date will not be considered for the award. Email is the preferred.

### **How to Submit Nominations:**

**Mail to:**

USEA Awards Committee

PO Box 241

Roy, UT 84067

**Email to:**

[membership@useaut.org](mailto:membership@useaut.org)

**Subject: Outstanding ESP Service Award**

**For Questions Contact: Mike Evans**

**Email: [mevans@useaut.org](mailto:mevans@useaut.org)**

# Nomination and Selection Procedure

**Nominations:** Nominations must be submitted by the DEADLINE and must be submitted on the approved nomination form with signatures of the nominator and the Local President, Vice President or Secretary Treasurer.

**Selection Process:** The USEA Awards Committee shall consider all nominations received by the deadline. The committee will use the criteria below to score nominees. The committee may contact the nominator for further information if needed to determine finalists. The committee shall be the final judge and will select one nominee from each job category to receive the USEA Outstanding ESP Service Award. Each recipient of the USEA Outstanding ESP Service Award must participate in an interview with the Awards committee to be considered for the USEA ESP of the Year Award. The committee will submit to the USEA President the recommendation for the recipient of the USEA ESP of the Year Award.

**Award Criteria:** The USEA Awards Committee will base its selection on the following criteria:

- **Impact on students:** Specific actions that have positively impacted student learning, social-emotional well-being, health and/or safety.
- **Professional Image:** Specific actions that promote a positive support professional image within the work site, local/state association, and community.
- **Association/Union engagement and activism:** Specific actions that demonstrate strong involvement within the local and/or state association that positively impact 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:** Specific actions that have positively impacted colleagues at the nominees' school campus, school district, or worksite.

**Notification:** Each Outstanding ESP Service Award recipient will be announced at the annual USEA Awards Banquet. Recipients of the award will be invited to attend the banquet with a guest at the expense of USEA. Local Presidents will be notified and invited to attend the banquet at the expense of the local.

**Submittal Requirements:** Nominations must be complete and **submitted to USEA by 11:59 p.m. MST on March 1, 2025**. Nominations received after this date will not be considered for the award. A complete nomination package shall include the following award requirements:

- **A complete Nomination Form, including the:**
  - Nominee Information
  - Nominator Information
  - Local/State Leader Information
  - Signatures of the nominator and a Local/State Leader
- **Supporting documentation** highlighting the specific actions that provide evidence of meeting the award criteria. Supporting documentation may include:
  - Letters of recommendation
  - Written statements (must be typed, not handwritten)
  - Any other supporting documentation that shows evidence of meeting the award Criteria.



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## USEA Outstanding ESP Award Nomination Form

**Deadline: March 1, 2025**

*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

<b>Name:</b>	
<b>Address:</b>	
<b>Phone Number:</b>	<b>Email:</b>
<b>Position:</b>	<b>District:</b>
<b>Job Category:</b>	
Job Categories: Custodial Services, Technical Services, Security Services, Skilled Trades/Maintenance Services, Transportation Services, Health/Student Services, Clerical Services, Food Services, or Paraeducators)	

### NOMINATOR INFORMATION

<b>Name:</b>	
<b>Address:</b>	
<b>Phone Number:</b>	<b>Email:</b>
<b>District:</b>	

### LOCAL LEADER INFORMATION

<b>Name:</b>	
<b>Address:</b>	
<b>Phone Number:</b>	<b>Email:</b>
<b>Position:</b>	<b>District:</b>

Signature of Nominator

Signature of Local Leader