

NORTH KINGSTOWN SCHOOL DEPARTMENT EDUCATIONAL SUPPORT PROFESSIONAL AWARD

**Bus Drivers ~ Bus Paras ~ Clerks ~
Food Service ~ Maintenance ~ Paraprofessionals ~ IT Department ~ Any ESP!**

The North Kingstown School Department wants to recognize the contributions of Educational Support Professionals (ESP) by sponsoring a special ESP award. The award will be presented annually in at the beginning of the school year to an ESP member who demonstrates outstanding contributions to the school community.

NOMINATION AND SELECTION PROCEDURE

Eligibility:

- Must be a current Educational Support Professional (ESP) member and employed by the North Kingstown School Department who has been an employee for three years as of June 1, 2023.

Procedure:

- Nominations may be made by anyone in the educational community in which the Educational Support Professionals works.
- A nomination form must be submitted.
- A nomination letter must be attached to the nomination form, which refers to and answers the criteria questions.
- An NKSD/ESP Selection Committee will review all nominations and letters to ensure that eligibility and submission requirements are met.
- The Selection Committee will forward its recommendation to the district Superintendent.

Deadline: Nomination form and letter must be submitted to the Assistant Superintendents Office, no later than the close of business on April 26, 2024.

Nomination Letter Criteria

Nomination letters will be judged according to the criteria questions listed below. The Selection Committee will rate nominees on a scale of 1 to 3 for each criterion, where one represents minimal evidence of the criterion and three represents very strong evidence of the criterion.

ALL QUESTIONS LISTED BELOW MUST BE ANSWERED IN THE NOMINATION LETTER.

1. Describe the nominee's worksite professionalism, responsibilities and achievements.
2. In what ways does the nominee demonstrate his/her commitment to the educational process for students and staff?
3. How has the nominee enhanced the image of Educational Support Professionals?

***Nomination Form for the North Kingstown School Department
2024-2025 Educational Support Professional Award***

I hereby nominate the following person to receive the 2024-2025 ESP of the Year Award.

NOMINEE INFORMATION

Nominee: _____

Job Classification: _____ School/Dept: _____

Telephone: _____ Email: _____

Number of Years with NKSD: _____

NOMINATOR INFORMATION

Nominator: (Please print) _____

(Signature) _____

Email: _____

Phone (work): _____

(home): _____

May we inform the nominee who has nominated him/her ☐ Yes ☐ No

**Please attach nomination letter and submit to the Assistant Superintendents Office
by close of business on April 26, 2024**

**You may submit all information to the following e-mail address:
joan_beisel@nksd.net**