

## **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](mailto:joan_beisel@nksd.net)**