

Nomination Forms

**INDIANA SMALL & RURAL SCHOOLS
ASSOCIATION, INC.**

2019-2020

**Indiana Small and Rural School Support
Professional of the Year**

**NOMINATION DEADLINE –
Received by Thursday, February 28, 2019**

**\$750 Award Sponsored by
Horace Mann Insurance**

indianasmallandrural.org

**2019 - 2020 Indiana Small and Rural School Support Professional
of the Year Nomination
Cover Sheet**

Name of Nominee _____
Home Address _____
City _____ State _____ Zip _____
Email Address _____
School Name _____
School Telephone (_____) _____
School Address _____
City _____ State _____ Zip _____
Number of students in Nominee's School District _____
Years in present position _____

By completing this form, I give my permission that any or all of the attached materials (other than home address, and telephone) may be shared with all persons involved in the selection and promotion of the Indiana Small and Rural School Support Professional of the Year. If selected as the Indiana Small and Rural School Support Professional of the Year, I agree to make every reasonable effort to fulfill all responsibilities as required.*

Signature of the Applicant/ Nominee _____ Date _____

- Attendance expected at ISRSA Spring Conference
- \$750 Award from Horace Mann
- Possible Horace Mann event (s) for recognition.

APPLICATION / NOMINATIONS SHOULD BE SENT TO:

The Indiana Small and Rural School Support Professional of the Year nomination may be submitted by mail in hard copy form or by email in a PDF or Microsoft Office Word document using the information below. Please check for confirmation of receipt, if submitted electronically.

INDIANA SMALL AND RURAL SCHOOLS ASSOCIATION, INC.
Indiana Small and Rural Maintenance Professional Year Program
C/O Christopher Lagoni, Executive Director
5514 Four Mile Dr.
Kokomo, Indiana 46901
indianasmallandrural@gmail.com
765-437-2636

Qualifications:

1. The professional nominated must be directly involved in supporting students or staff at a member school.
2. To be eligible for consideration as the Indiana Small and Rural School Support Professional of the Year, nominees must be employed in Indiana at a member school during the spring of 2019.
3. The type of position or title is not important. The nominee could be a para-professional, treasurer, executive assistant, food service, or secretary. The focus is on recognizing the special people who make each day possible behind the scenes.
4. An application form must be completed for each nominee.
5. Each section of the application packet has a maximum length requirement.
6. Letters of recommendation should be single or double spaced on letterhead or personal stationery.
7. Each application response should be double-spaced, on one side only, with one-inch margins, on 8.5 x 11 inch, white paper, and may not use a font size smaller than 12 point.
8. The applicant's name must appear on every page of the application packet and pages numbered (upper right corner preferred).
9. All materials should be stapled/secured together in the upper left corner.

Proposed 2019-20 Indiana Small and Rural School Support Professional of the Year Schedule

- Monday, December 17, 2018 - Public Announcement to ISRSA Members
- Thursday, February 28, 2019 - Application Submission Deadline -
- By Thursday, April 25, 2019 -Award Announcement –

Packet Sections for the Application/Nomination

- Please label each section of your Nomination Packet
- Please number and place the Nominee's name in the upper right-hand corner of each page of the application
- Please address letters to: "Indiana Small and Rural Association."

Section 1. NOMINATOR'S LETTER OF RECOMMENDATION

Please address letters to: "Indiana Small and Rural Schools Association."

Using specific descriptions and examples, succinctly explain what qualities the nominee possesses and what activities have been undertaken, goals accomplished, projects completed, etc. on behalf of schools and students that qualify the nominee as deserving statewide recognition **maximum of one page.**

Section 2. LETTERS OF RECOMMENDATION

Please address letters to: "Indiana Small and Rural Association."

- THREE letters of recommendation are required in addition to the nominator's letter of recommendation. The letters of recommendation should be selected from three of the five following categories; Administrator, Teacher, Community Member, Supervisor, Building Leader, Superintendent, student, or peer. Please address letters to "Indiana Small and Rural Association." **Each letter of recommendation is limited to a maximum of one page (single or double spaced is accepted).**

Section 3. BACKGROUND

This is where the nominee describes background, experiences, and activities related to exceptional performance in the educational system/building or district. This could include biographical information, experience, action photos, awards, honors, community recognition, etc. **The maximum length is two double-spaced pages.**

Section 4. RESPONSE TO QUESTIONS

The nominee or the nominating person should address the questions that are designed to focus on specific parts of the nominee's work using specific examples and information. Please label each of the key areas and question number. The **maximum length is five double-spaced pages** for response to all questions.

These questions are to be completed by the nominee or the person nominating the person and address key questions which will be used to evaluate the application.

A. Impact On The District

1. How has the applicant incorporated the concepts of higher standards in his/her support for all students or fellow staff members, used creativity and innovation and demonstrated a clear commitment to the school or district.
2. Has the nominee innovated to create any of the following: showed consistent, cost savings for the school, creatively solved a problem, implemented energy savings, or creatively completed preventative maintenance program that has kept the district running consistently for a long period. Other areas of exceptionality should be highlighted and are also permitted.

Packet Sections for the Application/Nomination – page 2

B. COLLABORATION

1. How has the applicant demonstrated excellence as a contributing member of the collaborative rural community?
2. How has the applicant demonstrated that he/she is a support staff member who collaborates with fellow educators, parents, families and the community in an effort to improve the school or district.

C. LEADERSHIP

1. How has the applicant exemplified leadership skills that will support and expand student achievement, push traditional limits, and establish attainable goals for the students, or the goals of the school district?
2. How has the applicant's leadership in the educational community impacted the school district and the community?
Examples could be creating links between the school and community and service to the community.

D. SUMMARY

1. Summarize how the applicant demonstrated excellence in fulfillment of a his/her duties, as well as examples of performance that exceed expectations.

Employer Confirmation of Application
SCHOOL SUPERINTENDENT

Name _____ Title _____

School District _____

District Telephone (_____) _____

District Address _____

City _____ State _____ Zip _____

Email _____

I acknowledge that the nominee, _____, is submitting this application with my approval. If the nominee is selected as the Indiana Small and Rural School Support Professional of the Year for 2019 - 2020, he/she will be released from classroom or district responsibilities, as his/her availability allows during the year of that recognition, fulfilling the obligations inherent in serving as the Indiana Small and Rural School Support Professional of the Year.*

Signature of the District Superintendent

Date

Possible, but not limited to these activities:

*Attendance during the 2019 ISRSA Spring Conference