

Missouri School Counselor Association

Procedures for Nomination-School Counselor 2012

Each nomination submitted to the Missouri School Counselor Association for consideration for an annual award shall meet the following criteria:

- ◆ Two (2) copies of the nomination packet shall be submitted to the Professional Recognition Chair, **and received no later than June 1, 2012.**
 - Each packet must be organized in the designated order (see below)
 - Each packet is to be stapled once, in the upper left-hand corner
 - Packets are not to have a cover of any type
- ◆ One (1) photograph of the nominee must be submitted
 - Photo is to be 1 3/4" x 2"
 - Photo may be black & white or color
 - Photo is to be clearly marked with the name of the nominee on the reverse side
 - Photo is to be submitted in a clear, plastic bag
 - Other sizes of photographs will be accepted without penalty.

Designated Order for Nomination Packets

1. _____ **Completed MSCA Nomination Form**, paperclipped as the cover for each packet. This is the ONLY acceptable cover page. The completed Nomination Form is to include a description of the job setting and demographic information for the building/district.
2. _____ **Copy of Missouri State Guidance & Counseling Certificate** or equivalent (counselors only). The nominee must be a non-retired school counselor who is employed as a professional school counselor in a school setting during the school year in which the individual is nominated.
3. _____ **Vita** (resume) for the nominee (not to exceed two (2) pages)
4. _____ **Summary Statement written by the nominator.** This statement should describe the program(s), activities or contribution(s) occurring within the last five (5) years for which the individual is nominated. This statement is not to exceed three (3) pages.
5. _____ **Letters of Support.** It is suggested that letters of support be from a variety of individuals who are familiar with the nominee's work as a school counselor (administrator, colleague, teacher, community member). Points are awarded for having a variety of writers. One letter may be from a parent.
6. _____ **Student Letters of Support.** A maximum of three (3) student letters will be accepted.

PLEASE NOTE: Packets not conforming to the above guidelines will automatically be disqualified.

Nominations must be received by June 1, 2012:

**To: Dr. Sharon Sevier
911 Salem Way
Ellisville, MO 63021**

**Missouri School Counselor Association
Professional Recognition Awards
Nomination Form**

Award Nomination Category (Choose ONE)

- | | |
|-------------------------------------------------------------------|-----------------------------------------------------------------------|
| <input type="checkbox"/> Elementary Counselor of the Year | <input type="checkbox"/> Guidance Director/Supervisor of the Year |
| <input type="checkbox"/> Middle/Junior High Counselor of the Year | <input type="checkbox"/> Administrator/Counselor Advocate of the Year |
| <input type="checkbox"/> Secondary Counselor of the Year | |
| <input type="checkbox"/> Multi-Level Counselor of the Year | |

Nominee: _____
MSCA District: _____
Home Address: _____

Home Telephone: _____
E-Mail: _____
School Name: _____
School Address: _____

School/Business Telephone: _____
School/Business FAX: _____

Has this nominee been a MSCA district Counselor of the Year? _____ If yes, what year? _____

Nominated by: _____
Position or Relationship to Nominee: _____
Home Address: _____

Home Telephone: _____
E-Mail: _____
School Name: _____
School Address: _____

School/Business Telephone: _____
School/Business FAX: _____

Briefly describe the job setting, the grade levels served and demographic information for the building/district served.

Missouri School Counselors Association Suggestions for Preparing Nomination Packets

These suggestions were made by members of the Professional Recognition Selection Committee to aid in the review of the numerous nomination packets received. In order to be fair and consistent with all nominees, the committee strictly follows the criteria for selection.

- ◆ TWO (2) copies of the nomination packet are to be forwarded to the MSCA Professional Recognition Chair by the designated return date of the year for nomination. Each nominee should retain a copy of the nomination packet for their personal reference/archive.
- ◆ The completed **MSCA Professional Recognition Nomination Form** is the only acceptable cover page for all nomination packets. It is strongly suggested that this form be typed.
- ◆ If the nomination is coming from the MSCA district, the district Professional Recognition Chair should be the nominator listed on the Professional Recognition Nomination Form.
- ◆ The job setting description paragraph should include demographic information which covers grade levels served, current school enrollment, description of special needs or at-risk populations, and a brief description of the neighborhood or community in which the school/district is located.
- ◆ The Vita (résumé is not to exceed two (2) pages, but is to include information such as (but not limited to):
 - Education
 - Professional Experience
 - Professional Organizations/Memberships/Offices held/etc.
 - Community Organizations/Memberships/Activities, etc.
 - Volunteer Positions
 - Publications/Presentations/etc.
- ◆ The Summary Statement is not to exceed three (3) pages. **This statement should be written by the nominator.** It should list and describe all the program(s), activities and/or contribution(s) for the nominee which have occurred within the last five (5) years. The committee prefers that this document is written in third person.
- ◆ Letters of Support shall be limited to a total of four (4) letters per nomination packet plus three (3) letters from students. Three (3) letters should be from administrators, fellow counselors, and/or colleagues. One (1) letter should be from a parent or community member. Letters of Support should be addressed as “To Whom It May Concern”. Letters of Support should be concise, but specific, in discussing the nominee’s activities, programs, and contributions to the field of counseling with a limit on the superlatives. Please follow the rubric for evaluation criteria.
- ◆ If a nominee is not selected as the MSCA state award winner, the nominee may re-submit their nomination packet the following year.

Questions may be directed to the Missouri School Counselor Association Professional Recognition Chair:

Dr. Sharon Sevier
911 Salem Way
Ellisville, MO 63021
(636) 733-4139 (work)
(636) 230-8869 (home)
seviersharon@rockwood.k12.mo.us

SCORING RUBRIC FOR COUNSELOR OF THE YEAR

I. Cover Sheet Information:

3 or More Years of Service as a School Counselor	Yes	No (disqualified)
Proof of Certification	Yes	No (disqualified)
MSCA Member	Yes	No (disqualified)

II. Summary Letter

Point Value	1	2	3	4
Innovation	Cites 1 example of nominee's innovation in guidance & counseling programming	Cites 2 examples of nominee's innovation in guidance & counseling programming	Cites 3 examples of nominee's innovation in guidance & counseling programming	Cites 4 examples of nominee's innovation in guidance & counseling programming
Leadership	Provides 1 example of nominee's leadership in furthering an existing guidance and counseling program	Provides 2 examples of nominee's leadership in furthering an existing guidance and counseling program	Provides 3 examples of nominee's leadership in furthering an existing guidance and counseling program	Provides 4 examples of nominee's leadership in furthering an existing guidance and counseling program
Service to the School Community	Provides 1 example of nominee's service to the school community	Provides 2 examples of nominee's service to the school community	Provides 3 examples of nominee's service to the school community	Provides 4 examples of nominee's service to the school community

III. Letters of Recommendation

Letters of recommendation can come from **4 different categories: administrator, parent/community member, teacher and/or counselor. Each category of letter is to receive 2 points only. Therefore, it is best to have letters from the 4 different categories in order to score the maximum number of points (8).**

2	2	2	2
Administrator	Parent/Community Member	Teacher	Counselor

Letters of Recommendation: Each letter should be scored separately, with total points for each letter recorded on the scoring summary sheet.

Use This Rubric for Letters from Administrators, Teachers, Counselors

Point Value	1	2	3	4
Innovation	Cites 1 example of nominee's innovation in guidance & counseling programming	Cites 2 examples of nominee's innovation in guidance & counseling programming	Cites 3 examples of nominee's innovation in guidance & counseling programming	Cites 4 examples of nominee's innovation in guidance & counseling programming
Leadership	Provides 1 example of nominee's leadership in furthering an existing guidance and counseling program	Provides 2 examples of nominee's leadership in furthering an existing guidance and counseling program	Provides 3 examples of nominee's leadership in furthering an existing guidance and counseling program	Provides 4 examples of nominee's leadership in furthering an existing guidance and counseling program
Service to the School Community	Provides 1 example of nominee's service to the school community	Provides 2 examples of nominee's service to the school community	Provides 3 examples of nominee's service to the school community	Provides 4 examples of nominee's service to the school community

Use This Rubric for Letter from Parent/Community Member

Point Value	1	2	3	4
Service to Student/Family	Provides 1 example of how the nominee assisted a student and/or his/her family	Provides 2 examples of how the nominee assisted a student and/or his/her family	Provides 3 examples of how the nominee assisted a student and/or his/her family	Provides 4 examples of how the nominee assisted a student and/or his/her family

Letters from students will be awarded 1 point each, with a maximum of three letters being accepted.