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**Nomination Guidelines/Criteria**

School Counselor of the Year

In order to be fair and consistent with all nominees, the selection committee follows the following criteria:

[ ]  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
* have three or more years of service as a certified school counselor
* have a current school counseling certificate on file with the state of Missouri
* be a member of MMSCA**. It is strongly suggested they be a member of Missouri School Counselor Association (MSCA) and American School Counselor Association (ASCA, not required).** The counselor must be a member of MMSCA and MSCA if they win at the regional level and are nominated at the state level. In order to be nominated for the state award, they must have been a current member of MSCA three consecutive years or more.

[ ]  One copy of the nomination packet is to be forwarded to the MMSCA 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 **MMSCA Professional Recognition Nomination Form** is the only acceptable cover page for all nomination packets. It is strongly suggested that this form be typed.

[ ]  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 Summary Statement is not to exceed one page. **This statement should be written by the nominator.**  It should list and describe many of the programs, activities and/or contributions for the nominee which has 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 four (4) letters per nomination packet. The four letters should be from administrators, fellow counselors, colleagues and/or parents. You can also include three (3) letters from students if you choose to. 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.

**[ ]  Nominations must be received by January 30th of each calendar year. Email the Nomination Packet to Carolyn Roof** **croof@stephens.edu**

**Questions may be directed to the Mid-Missouri School Counselor Association**

**Professional Recognition Chair:**

**Carolyn Roof**

**croof@stephens.edu** **or 573-489-5813**

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School Counselor of the Year

**Designated Order for Nomination Packet**

**Packets must conform to the following guidelines.**

* + The packet must be organized in the designated order (see below)
	+ The packet is to be stapled once, in the upper left-hand corner

**[ ]  1.** **Completed MMSCA Nomination Form**: The completed Nomination Form is to include a description of the job setting and demographic information for the building/district.

**[ ]  2. 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 1 page.

**[ ]  3. 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, parent/community member). Points are awarded for having a variety of writers.

**[ ]  4. Student Letters of Support (optional):** A maximum of three (3) student letters will be accepted.

**Nominations must be received by January 30th of each calendar year.**

**Email the Nomination Packet to:**

**Carolyn Roof**

**croof@stephens.edu**

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**Professional Recognition Awards Nomination Form**

School Counselor of the Year

**\*\*Nominations must be received by January 30th of each calendar year**

|  |  |
| --- | --- |
| **Award Nomination Category:** | [ ]  Elementary Counselor of the Year [ ]  Middle/Junior High Counselor of the Year [ ]  Secondary Counselor of the Year [ ]  Multi-Level Counselor of the Year  |

|  |  |
| --- | --- |
| **Nominee:** |            |
| **Home Address:** |            |
| **Home Telephone:** |            |
| **E-Mail:** |            |
| **School Name:** |            |
| **School Address:** |            |
| **School Telephone:** |            |
| **School Fax:** |            |
| **Years of Experience as a School Counselor:** |            |

|  |  |
| --- | --- |
| **Nominated by:** |            |
| **Position or Relationship to Nominee:** |            |
| **Home Address:** |            |
| **Home Telephone:** |            |
| **E-Mail:** |            |
| **School Name:** |            |
| **School Address:** |            |
| **School/Business Telephone:** |            |
| **School/Business Fax:** |            |

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| --- |
| **Briefly describe the job setting, the grade levels served and demographic information for the building or district served (information can be found at the school district web site or District Administrative Office).**           |

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**Scoring Rubric**

School Counselor of the Year

1. **Nomination Form & Other Qualifying Information**

|  |  |  |
| --- | --- | --- |
| 3+ Years of Service as a School Counselor | **Yes** | **No (disqualified)** |
| MMSCA Member | **Yes** | **No (disqualified)** |
| MSCA Member | **Yes** | **No** |

1. **Summary Letter**

|  |  |  |
| --- | --- | --- |
| **Points Possible** | **Point Value** | **Criteria** |
| **12** | **4** | **Innovation** | For full credit cites 4 examples of nominee's innovation in guidance & counseling programming |
| **4** | **Leadership** | For full credit cites 4 examples of nominee's leadership in furthering an existing guidance and counseling program |
| **4** | **Service to the School Community** | For full credit cites 4 examples of nominee's service to the school community |

1. **Letters of Support**
* Each letter will be scored separately, with total points for each letter recorded on the scoring summary sheet.
* Letters of recommendations can come from 4 different categories: Administrator, parent/community member, teacher and/or counselor/colleague. Letters from students will be awarded credit, with a maximum of three letters being accepted from students (one point per student letter).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Point Value** | **1** | **2** | **3** | **4** |
| **Innovation** | Cites 1 example of nominee's innovation in school counseling programming | Cites 2 examples of nominee's innovation in school counseling programming | Cites 3 examples of nominee's innovation in school counseling programming | Cites 4 examples of nominee's innovation in school counseling programming |
| **Leadership** | Provides 1 example of nominee's leadership in furthering an existing school counseling program | Provides 2 examples of nominee's leadership in furthering an existing school counseling program | Provides 3 examples of nominee's leadership in furthering an existing school counseling program | Provides 4 examples of nominee's leadership in furthering an existing school 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 |
| **Program Advocacy** | 1 example of program advocacy is provided | 2 examples of program advocacy are provided | 3 examples of program advocacy are provided | 4 examples of program advocacy are provided |
| **Use of Data in Practice** | 1 example of how the nominee uses data in their practice is provided | 2 examples of how the nominee uses data in their practice are provided | 3 examples of how the nominee uses data in their practice are provided | 4 examples of how the nominee uses data in their practice are provided |