



MINNESOTA
SCHOOL
COUNSELORS
ASSOCIATION

Supervisor/Administrator of the Year Nomination

ELIGIBILITY CRITERIA

- ✚ The nominee must be a supervisor, director, supervisor of district or state school counseling services or an administrator who has consistently made a significant contribution to the improvement of school counseling services.
- ✚ The nominee must be currently employed as a full-time supervisor, coordinator or director of district or state school counseling services and have completed at least three (3) years of service. If a supervisor, director or supervisor of district or state school counseling services, the nominee's primary responsibility must be in working with school counseling programs at the elementary, middle/junior high, secondary, multilevel or post-secondary level in a public or private setting. If an administrator, the nominee should NOT be actively employed as a school counselor or as a supervisor of school counselor or school counseling services.
- ✚ If a supervisor or director of school counseling services, the nominee must be a member of MSCA.

RECOGNITION CRITERIA

- ✚ If a supervisor or director of school counseling services, nominees must demonstrate awareness and knowledge of the ASCA National Model and have been responsible for school counseling innovations or further development of programs aligning with the ASCA National Model to support the career, personal/social and academic development of all students. Nominees must demonstrate leadership, advocacy and collaboration in their work and promote equity and access to opportunities and rigorous education experiences for all students to maximize student achievement. Nominees must also demonstrate collaboration with stakeholders.
- ✚ If an administrator, nominees must have exhibited outstanding promotion and support of school counseling programs aligning with the ASCA National Model.
- ✚ The nominee should maintain the highest standards of personal conduct and recognize that his/her personal conduct is held up to public scrutiny. Nominees strive to be model citizens of their community as well as the school counseling community and their broader professional community. They maintain high moral standards in their personal and professional conduct.

NOMINEE INFORMATION

Name of nominee: _____

Name of Institution: _____

Work address: _____

Preferred email: _____

Preferred phone: _____ Is this work or home/cell? _____

Undergraduate Degree: _____

Institution: _____

Graduate Degree: _____

Institution: _____

NOMINATOR INFORMATION

Name of nominator: _____

Preferred email: _____

Preferred phone: _____ Is this work or home/cell? _____

NOMINATION CHECKLIST

- Official MSCA nomination form as the cover for each packet

- Statement from the nominator. The nominator may be the Division Counseling Association or any individual. The statement should describe the reasons for the nomination, explaining the program, activities or contributions which demonstrate the individual's worthiness to receive the award. This work must relate to the recognition criteria of the award. The nominator will be asked to present the award at the Recognition Banquet.

- Testimonies and/or letters of recommendation demonstrating nominee's worthiness to receive the award. **This must include (but is not limited to):**
 - Letter of recommendation/support from a colleague
 - Two letters of recommendation/support from other administrators, colleagues, parents, students, community leaders, etc.

Award materials must be uploaded as one packet by March 1st

Please send questions to rkern@g.sebeka.k12.mn.us or call 218.837.5101 ext. 217