



MADSEC Special Education Support Staff of the Year

MADSEC is accepting nominations for its Special Education Support Staff of the Year Annual Award. The Executive Board's hope is that each MADSEC Regional Group will take advantage of this opportunity to participate in identifying and honoring one of the many outstanding special education professionals who enrich the lives of Maine students with disabilities.

Eligibility Requirements for Nomination:

- Nominee must hold a valid Maine endorsement and be currently working in a state-approved school in Maine
- Involvement with the education of special education students, e.g. Educational Technicians, Administrative Assistants, COTAs, PTAs, SLPAs

Nomination Process:

- Any MADSEC member may nominate any special education support person in Maine provided that the nomination is submitted by the nominator's MADSEC regional group
- Each MADSEC regional group may nominate one individual for the award
- Nominations are to be submitted to the MADSEC office by the deadline of April 1st
- Upon receipt, nominations are submitted to the MADSEC Awards Committee so long as the nomination package is completed in full and received in the MADSEC office **via email no later than 4:00pm on April 1st** and contains the following:
 - Vitae of the person being nominated
 - A minimum of three statements of support from professional colleagues, personal references, students, or community members
 - Permission of the nominee to pursue the processing of the nomination papers

Selection Criteria:

- Outstanding contributions to the field of special education
- Demonstration of an awareness of current educational developments by utilizing programs which are viable, innovative and successful
- Demonstration of endeavor to grow professionally by attending workshops, conferences, graduate classes, or seminars
- Active involvement in the school community
- Actively working, directly or indirectly, to support students with disabilities in Maine
- Number of service years
- The selection of Special Education Support Staff of the Year will be made by the MADSEC Awards Committee and approved by the MADSEC Representative Board

Method of Recognition:

- The recipient will receive special recognition at the MADSEC Annual Awards Dinner
- The recipient will receive special recognition on the MADSEC website
- The recipient's name will be provided to the Maine Department of Education for special recognition through their typical communication method

Deadlines:

- October 19th: Nomination packet open on MADSEC website
- April 1st: Regional nominations due to MADSEC office no later than 4:00pm
- April 30th: MADSEC Awards Committee's finalist to MADSEC office
- May Representative Board Meeting: Finalist's name presented to Representative Board for acceptance
- Finalist notified through MADSEC office no later than one week after acceptance at May Representative Board meeting

The completed nomination packet (application and supporting documents) must be emailed to info@madsec.org and received in the MADSEC office no later than 4:00pm on April 1, 2023.

Nomination Form for MADSEC Maine Special Education Support Staff of the Year

Date: _____

Name of Nominee: _____

Address: _____

Associated School/Agency: _____

References:

1. _____
2. _____
3. _____

Reason for Nomination: _____

Nominated by: _____ MADSEC Regional Group: _____

Contact Person's Name: _____

School: _____

Address: _____

Telephone: _____

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