

Montgomery County Public Schools

School Counselor of the Year Awards Program

2013–2014



The School Counselor of the Year Awards Program honors the best of the best—one school counselor from every level (elementary, middle, and high school).

Eligibility for Consideration

- ◆ The nominee must be an active Montgomery County Public Schools (MCPS) school counselor with at least three years of experience in MCPS. At least one year must be at the level they are currently working.
- ◆ An MCPS administrator, staff member, parent/guardian, or student may nominate the counselor.
- ◆ Nominees must demonstrate evidence of strong leadership and outstanding implementation of the MCPS Counseling Standards involving the academic, career, personal/interpersonal, and healthy development of all students. Preferably, evidence should have been demonstrated within the last three years.

Five Criteria for Nomination

- ◆ Nominees must be counselors who—
 - ◇ understand the individual needs of students, encourage their talents, and foster their self-esteem through a comprehensive counseling program;
 - ◇ demonstrate outstanding leadership;
 - ◇ foster collaborative relationships with colleagues, students and their families, and the community to promote student achievement;
 - ◇ instill in students a desire to learn and achieve while advocating for equity; and
 - ◇ utilize data in order to drive decision making.

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Nomination Packet Requirements

Nomination Guidelines

- ◆ Please limit your writing to the number of pages requested.
- ◆ The type size must be a 12-point Times New Roman font and double spaced.
- ◆ Submit the nomination packet in a manila folder in the following order:
 1. Cover Sheet
 2. Letter of Nomination
 3. Résumé
 4. Self-Reflection
 5. Two Letters of Support

All nomination packets must include the following materials.

1. **Cover Sheet:** A completed cover sheet (form included in this application) must be included in all nomination packets (completed by nominator and nominee).
2. **Letter of Nomination** (two page maximum): The nominator must use each of the *five criteria* (listed under “Five Criteria for Nomination”) when writing their letter of nomination. Nomination letters should be submitted to the principal.
3. **Résumé:** Complete a résumé using the required format (example attached). Your résumé should reflect the breadth and depth of your professional experiences, including those within the school and broader community. Be sure to include areas that reflect your leadership experiences and those that reflect continuous learning (completed by nominee).
4. **Self-reflection:** Address the *five criteria* (listed under “Five Criteria for Nomination”) by describing contributions you have made in each of the areas. Explain how you accomplished each criterion. Be sure to include results/data related to specific practices you use in each of the criteria areas. Limit your response to a maximum of two pages (written by nominee).
5. **Letters of Support:** Include two letters of support. One letter must be from your current principal (*if not the nominator*) **AND** one letter must be from a Montgomery County Public Schools stakeholder, i.e., colleague, parent, student, etc. Letters of support should address how the counselor made a significant difference in the lives of children. Each letter of support should be no more than two pages in length (nominator and nominee work together to request and gather letters).

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Cover Sheet



Counselor Nominee: _____

Current School Level (circle one): Elementary Middle High

MCPS E-mail Address: _____

School: _____ Cluster: _____

Name and position of person(s) nominating this individual.

<i>Name</i>	<i>Position</i>

Résumé Format

Name
Address
Telephone Number and Fax Number

Education

List date of degrees; university/college attended, city/state, degree, and major. Begin with the most recent. Example—

1998 Johns Hopkins University, Baltimore, Maryland, M.A. (School Counseling)

If you have taken additional coursework or trainings, please list these as a subsection of the “Education” section. Example—

Additional Training/Conferences

2003–2004 Emergency Crisis Preparedness Training
2001–2002 Professional Development Sessions in Special Education (Elementary School)

Certification

List all areas of certification.

Work History

Employment history should begin with present position. Note dates, employer, and location. Example—

1999–Present Montgomery County Public Schools
 Ridgeview Middle School, Gaithersburg, Maryland
 Counseling/Student Government Sponsor/Peer Meditation Sponsor

1992–1999 Montgomery County Public Schools
 Quince Orchard High School, Gaithersburg, Maryland
 Counseling/Cheerleading Coach/Students Helping Other People
 (S.H.O.P.) Sponsor

Résumé Format (Continued)

Leadership Experiences

Identify leadership roles and other key roles you have held during your work experience. Include both school and community leadership experiences. Be specific as to your particular role. List dates first, then the leadership position. Example—

2008–Present	XNAY “Guidance” Committee/MCPS School Counseling Services Unit
1996–Present	Member of Local School Leadership Team—Ridgeview Middle School
1990–Present	Students Helping Other People (S.H.O.P.) Sponsor, Quince Orchard High School

Professional Organizations

List memberships and your role in professional organizations.

Awards, Achievements, Honors

Identify awards and/or achievements pertaining to your work and/or community-related activities. Example—

2003	National Board Certified Teacher
2002	Outstanding Citizen for Environmental Concerns awarded by the Rockville Chamber of Commerce

Publications

List your published works, including dates and names of journals and article titles.

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When and Where to Submit



Please submit the complete packet **on or before 4:00 p.m. Friday, April 11, 2014**, to:

Ms. Shui Chai, Secretary
Division of School Counseling, Residency,
and International Admissions
Montgomery County Public Schools
4910 Macon Road
Rockville, Maryland 20852

Questions?

Please contact Dr. Laura P. Newton, Director,
Division of School Counseling, Residency, and International
Admissions, at 301-230-0686 or via e-mail.