

# Montgomery County Public Schools School Counselor of the Year Awards Program 2011-2012

*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 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.

*Montgomery County Public Schools*  
*School Counselor of the Year Awards Program*  
*Nomination Packet Requirements*  
2011–2012

**Nomination Guidelines**

- Please limit your writing to the number of pages requested.
- The type size must be 12 pt. font Times New Roman and double-spaced.
- Submit the nomination packet in a manila folder in the following order:
  1. Cover Sheet
  2. Letter of Nomination
  3. Resumé
  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* when writing their letter of nomination.
3. **Resumé:** Complete a resumé using the required format (example attached). Your resumé should reflect the breadth and depth of your professional experiences, including those within the school and the 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 on the cover sheet 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 an MCPS 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).

## *When and Where to Submit*

**Submit all materials by 4:00 p.m. Friday, April 13, 2012. Send materials to:**

Mrs. Jean I. Carter, Administrative Secretary  
School Counseling Services Unit  
Montgomery County Public Schools  
850 Hungerford Drive, Room 167  
Rockville, Maryland 20850

### **Selection Committee**

The panel of judges will include members of the School Counseling Services Unit Advisory Committee.

#### **Questions?**

Please contact Dr. Laura P. Newton, supervisor,  
School Counseling Services Unit, at 301-279-3584  
or via e-mail.

*Montgomery County Public Schools*  
*School Counselor of the Year Awards Program*

2011–2012  
Cover Sheet

Counselor Nominee: \_\_\_\_\_

Current School Level (circle one):   Elementary                      Middle                      High

MCPS E-mail Address: \_\_\_\_\_

School: \_\_\_\_\_ Cluster: \_\_\_\_\_

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

Name	Position

## *Resumé Format*

Name  
Address  
Phone 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 “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/SGA Sponsor/Peer Mediation 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

## *Resumé 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 membership 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 Rockville Chamber of Commerce

### Publications

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