

Montgomery County Public Schools  
School Counselor of the Year Awards Program  
2018–2019

# Nomination Packet Requirements



## Nomination Guidelines

- ◆ Please limit your writing to the number of pages requested.
- ◆ The type size must be 12-point font Times New Roman and double spaced.
- ◆ Submit the nomination packet electronically in the following order:
  1. Cover Sheet
  2. Letter of Nomination
  3. Résumé
  4. One Letter 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 *six criteria* (listed under “Six 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 as well as any involvement supporting the school counseling office i.e. Leadership Team, Guidance Advisory, PLC Cluster representative, various committees (completed by nominee).
4. **Letter of Support:** Include one letter of support. The letter must be from your current principal (*if not the nominator*) **or** from a Montgomery County Public Schools stakeholder, i.e., colleague, parent/guardian, student, etc. Letter of support should address how the counselor made a significant difference in the lives of children. The letter of support should be no more than two pages in length (nominator and nominee work together to request and gather letters).

Montgomery County Public Schools  
School Counselor of the Year Awards Program  
2018-2019

# 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:

Name	Position

## ***Résumé 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 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/SGA Sponsor/Peer Meditation Sponsor

1992–1999            Montgomery County Public Schools  
Quince Orchard High School, Gaithersburg, Maryland  
Counseling/Cheerleading Coach/Students Helping Other People 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 Sponsor, Quince Orchard High School

### **Professional Organizations**

List membership(s) and your role(s) 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.

Montgomery County Public Schools  
School Counselor of the Year Awards Program  
2018–2019

## When and Where to Submit



**Please submit the completed packet electronically via Google Docs by 4:00 p.m. on Friday, March 29, 2018, to:**

Ms. Jennifer Hitchcock, Elementary Counseling Instructional Specialist, School Counseling Services, Office of Student and Family Support and Engagement (OSFSE).

### **Questions?**

Please contact Dr. Karen D. Crews, supervisor,  
School Counseling Services, at 240-740-5641 or via e-mail,  
[Karen\\_D\\_Crews@mcpsmd.org](mailto:Karen_D_Crews@mcpsmd.org).