

Montgomery County Public Schools
School Counselor of the Year Awards Program
2019-2020

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
2019-2020

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
2019-2020

When and Where to Submit



Please submit the completed packet electronically via Google Docs by **4:00 p.m. on Friday, March 27, 2020**, 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
Office of Student and Family Support and Engagement (OSFSE)
240-740-5641
Karen_D_Crews@mcpsmd.org