MASSP Office Professional of the Year

The MASSP Office Professional of the Year Award was developed to honor and recognize an often unrecognized but key position within the educational community, the office professional.

Return completed application before November 16 to:

MASSP
2 Pine Tree Drive, Suite 380
Arden Hills, MN 55112

Fax: 612-361-6340
renee@massp.org
Selection Criteria/Eligibility

- Nominee must have at least 5 years of service in a school office.
- Nominee must work in a school serving middle level and/or high school age students.
- Nominee must be a current member of MASP.
- Nominator must be a current member of MASSP.

Application Deadline

Completed application and letters of recommendation must be returned to the MASSP office before November 16.

Procedures

A completed application must include:

- Completed nomination form including nominator’s signature.
- Three letters of recommendation:
  1. Teacher
  2. Student
  3. Parent of a student

A selection panel will select the Principal’s Office Professional of the Year and the winner will be honored at the MASSP Winter Conference Banquet. The principal who nominated the recipient will introduce the award winner.
# Principal’s Office
## Professional of the Year
### Nominator Information
- **Name**: __________________________________________
- **Position**: _________________________________________
- **School**: __________________________________________
- **Number of Secretaries in the office**: _________________
- **School Phone**: ____________________________________
- **Nominator’s Email**: __________________________________
- **Nominator’s Signature below:** __________________________

### Nominee Information
- **Name**: __________________________________________
- **School**: __________________________________________
- **Number of students in the school**: ___________________
- **District Name/Number**: _____________________________
- **School Address**: ____________________________________
- **City/State/Zip**: ____________________________________
- **School Phone**: ____________________________________
- **Nominee’s Email**: _________________________________

You may submit up to, but no more than a total of three (3) single-sided pages answering the following three (3) questions. Each question must be answered.

1. Briefly describe why you have nominated this person. ________________________________________________________
   _______________________________________________________________________________________________________
   _______________________________________________________________________________________________________
   _______________________________________________________________________________________________________

2. How has this person demonstrate interest in developing the skills to provide optimal service as the administrator’s secretary? Please provide specific examples:
   ______________________________________________________
   _______________________________________________________________________________________________________
   _______________________________________________________________________________________________________
   _______________________________________________________________________________________________________

3. Describe how the nominee has demonstrated each of the following: Please provide specific examples:
   - **A commitment to the school and/or the community:**
     ______________________________________________________
     _______________________________________________________________________________________________________
     _______________________________________________________________________________________________________
   - **Dependability:**
     ______________________________________________________
     _______________________________________________________________________________________________________
     _______________________________________________________________________________________________________
   - **Sense of humor/patience:**
     ______________________________________________________
     _______________________________________________________________________________________________________
     _______________________________________________________________________________________________________
   - **Problem solving/initiative:**
     ______________________________________________________
     _______________________________________________________________________________________________________
     _______________________________________________________________________________________________________
   - **Excellent communication skills:**
     ______________________________________________________
     _______________________________________________________________________________________________________
     _______________________________________________________________________________________________________

Give one example of when the nominee “saved the day/semester/year”:
   ______________________________________________________
   _______________________________________________________________________________________________________
   _______________________________________________________________________________________________________