

# Minnesota Association of Secondary School Principals



## 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  
Nominee Information**

Name \_\_\_\_\_  
School \_\_\_\_\_  
Number of students in the school \_\_\_\_\_  
District Name/Number \_\_\_\_\_  
School Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
School Phone \_\_\_\_\_  
Nominee's Email \_\_\_\_\_

**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:  
\_\_\_\_\_

**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": \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_