

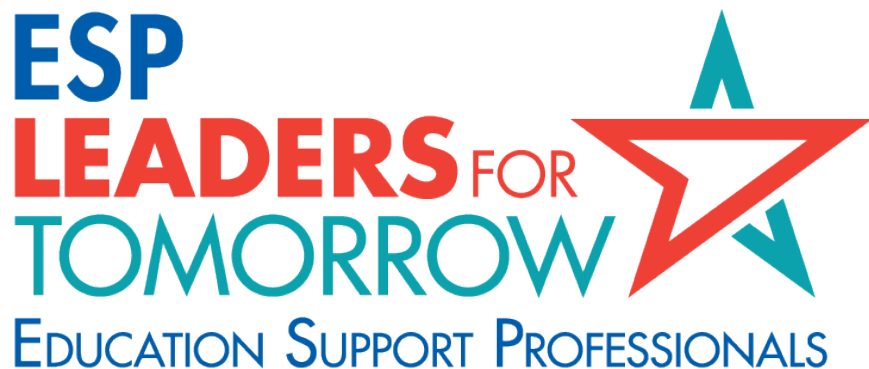
NEA ESP

Leaders for Tomorrow

Candidate Application

Name:

Submission Date:



NEA ESP Leaders for Tomorrow

TERMS AND CONDITIONS FOR ACCEPTANCE

What is NEA ESP Leaders for Tomorrow?

The NEA Leaders for Tomorrow (LFT) program is an intensive, hands-on leadership development program intended to train NEA Education Support Professional (ESP) members to be strong local leaders. The program is a three session training process held over an eight-month period that is open to dues paying NEA ESP members who meet the program's eligibility requirements.

Leaders for Tomorrow will train current and future leaders in leadership attitudes, and it will equip them with the skills and knowledge that will enhance their ability to be a visible, vocal advocate at the local, state and national levels of the NEA.

What will I learn?

The Leaders for Tomorrow program is a personal journey through which participants will engage deeply in skill building with highly respected national trainers using research-based training materials and adult learning techniques. It will prepare ESP to take on leadership roles in their local association, school/work site and community.

Eligibility Requirements:

- Must be a current NEA ESP member
- Must have been an NEA member in good standing for at least the **past three years**
- Must complete the application form and submit it by the deadline
- Must commit to participate fully in all three sessions
- Must commit to utilize the skills learned in local association work
- Application must include state affiliate president's signature acknowledging application

Program Objectives:

- Prepare ESP to take on leadership roles in their local association, school/work site and community;
- Identify personal strengths and weaknesses and understand how to utilize them as a leader;
- Identify personal risk taking style, strategies to manage risks, and how to deal with change effectively;
- Understand the difference between assertiveness and aggressiveness and strengthen ability to engage assertively;

- Strengthen resiliency and coping skills;
- Polish communication skills and hone ability to create and deliver effective presentations;
- Practice accepting personal feedback and build on identified areas needed for effective leadership;
- Gain a deeper understanding of the NEA structure, resources available, culture and leadership growth opportunities within the organization;
- Sharpen advocacy skills;
- Understand and build on ability to ask powerful questions and have crucial conversations;
- Gain a basic knowledge of parliamentary procedure and running an effective meeting;
- Enhance internal and external organizing skills;
- Describe how to elevate ESP careers using the whole student philosophy.

What kind of time commitment and resources does NEA ESP Leaders for Tomorrow require?

- Three training sessions take place over an eight-month period. The tentative dates and locations are:
 - July 16-21, 2017 Minneapolis, MN
 - November 16-21, 2017 Washington, DC
 - March 18-25, 2018 TBD *includes attendance to the NEA ESP National Conference.

All participants are fully funded to attend all three sessions and the National ESP Conference as permitted under the NEA travel guidelines. NEA will pay for transportation, lodging, meals and substitute pay or salary reimbursement.

What happens if I cannot attend all three sessions?

We understand that personal and professional emergencies can arise, however, it is expected that selected candidates will attend all sessions completely except in cases of an extreme emergency. Nominees who are selected must complete the entire first session in order to attend the two subsequent sessions. If an emergency arises, Leaders for Tomorrow participants commit to notifying the NEA ESP program as soon as possible.

I have read and agree to all terms and conditions.

Print name

Signature

Date

**NEA ESP
Leaders for Tomorrow**

CANDIDATE APPLICATION FORM

Application Guidelines

1. Applications must be submitted in the original format, preferably by email. Please be sure to send application as one complete document. Applications can be downloaded at <http://www.nea.org/esp>.
2. Applications, including Candidate Nomination Forms, must be typed. **Handwritten applications will not be accepted (except specified handwritten question).**
3. Please do not use abbreviations or acronyms in your application.
4. Applications must include three (3) nomination forms.
5. Applications must be completed before submission. Incomplete applications will not be accepted.
6. The State Affiliate Acknowledgement Form must be signed by the state president. Applications submitted without this signature will not be accepted.
7. Applications can be submitted by email or hard copy but must arrive by close of business **Friday, March 31, 2017**. Submit applications to:

Lisa Connor

Lconnor@nea.org

LFT Program Coordinator

NEA ESP Quality

1201 16th St. NW, Suite 613

Washington, DC 20036

(202) 286-0592 (Cell) (202) 822-7529 (Office)

8. Applicants will be notified of status by May, 19, 2017.

Note: Use the checklist on page 10 to ensure that your application is complete!

Name

Gender Male Female

Ethnicity American Indian/Alaska Native Black Hispanic Caucasian
 Asian Native Hawaiian or other Pacific Islander Multiple Races
 Other Racial or Ethnic Minority

Home Mailing Address

City/State/Zip

Phone (School/Worksite)

Phone (Cell)

Email (Home)

Email (School/Worksite)

Career Family (please check one)

Paraeducator Security Clerical Skilled Trades Transportation
Health & Student Food Service Technical Services Custodial & Maintenance

What is your Job Title?

What is the name of your Local?

*How many years have you been a member of your local association

How many members total (ESP and certified) are in your Local?

*How many of those members are ESP?

*How many potential ESP members in your Local?

*How many years has your local been organized?

*Number of years you have been employed in public education

Name of your UniServ Director

Email Address of UniServ Director

I commit to attend all three training sessions. Yes No

I meet the eligibility criteria and, if chosen, I agree to the terms of participation. Yes No

I am able to get release time to attend all sessions, in full, if selected. Yes No

What roles, responsibilities and/or positions do you currently hold in your local Association? How long have you held those role(s)/positions?

What roles, responsibilities, and/or positions have you held in the past in your local Association? How long have you held those role(s)/positions?

What roles, responsibilities, and/or positions do you currently hold or have held in the past in your state Association? How long have you held those role(s)/positions?

What roles, responsibilities, and/or positions do you currently hold or have held in the past in your national Association (NEA)? How long have you held those role(s)/positions?

Why did you get involved in your Association?

Why do you want to participate in NEA ESP Leaders for Tomorrow?

How do you envision the NEA LFT program strengthening your leadership skills?

Identify two (2) leadership skills that you would like to enhance through the LFT program and why.

What strengths and positive qualities do you bring to the LFT program?

Participants in the program are required to identify and work with a mentor. Who do you look up to or see as a mentor/role model in your union/association work and why?

What association leadership role(s) do you envision being actively engaged in 3-5 years from now?

Where do you see yourself 10 years from now?

If you are a Higher Education ESP, have you participated in the NEA Higher Ed ELA Leadership program?

Yes No If Yes, what year did you participate?

In what State association trainings have you participated?

In what NEA association trainings have you participated?

Have you ever attended the NEA Representative Assembly?

Have you ever attended your state Delegate Assembly?

Yes No

In your **own handwriting** on a separate sheet of paper, please share with us what you do outside of your work and association life.

**NEA ESP
Leaders for Tomorrow**

CANDIDATE NOMINATION FORM

You must submit **three** Candidate Nomination forms with your application. Nomination forms must be typed. Our preference is to have one form from your UniServ Director however, this is not mandatory. Failure to submit three nomination forms will result in the disqualification of your application.

Name of Nominator:

Position:

Mailing Address:

City/State/Zip:

Phone (Worksite):

Phone (mobile):

Email (Worksite):

Email (Home):

Name of the ESP member you are nominating:

Has the candidate ever held an elected association position (local, state or national)?

Yes No If yes, what position?

Describe the nominee's involvement in the Local, State and/or National Association.

Why do you think the nominee is a good candidate for NEA ESP Leaders for Tomorrow (skills, experience, personal qualities, training, etc.)?

How will the nominee's participation in NEA ESP Leaders for Tomorrow contribute to his/her future Association work?

Is there anything else you want to share with us regarding this nominee? (Use a separate sheet of paper if necessary.)

NEA ESP Leaders for Tomorrow

STATE AFFILIATE ACKNOWLEDGEMENT FORM

All candidates must have their **state president** acknowledge their application by completing this form. This form does not serve as an endorsement. It serves as an acknowledgement that a member is applying for the NEA ESP Leaders for Tomorrow program and that he/she is in good standing with the local and state Association. **This form cannot be signed by a Local President. Applications must include this form to be considered.**

Name of Candidate:

Name of State President:

Signature of State President: _____

Date _____

Application Submission Checklist

Please ensure all items are included with your application.
Missing items will result in the disqualification of your application.

- Terms and Conditions Sheet
- Completed Application
- Handwritten Page Sharing Outside Interests
- Three Candidate Nomination Forms
- State Affiliate Acknowledgement Forms