

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 un-recognized but key position within the educational community, the office professional.

Return completed application, by April 10, 2010, to:

MASSP
1667 North Snelling Avenue, Suite C-100
St. Paul, MN 55108-2131

Fax: 651-999-7331
nan@mail.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 by April 10.

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

Each MASSP Division will name a Division Office Professional of the Year. Division winners will be eligible for the Minnesota Office Professional of the Year Award.

A selection panel will select the Principal's Office Professional of the Year in June and will be announced at the MASP Educational Secretaries Workshop. The winner will also be honored at the Opening General Session of the MASSP Winter Workshop. The principal who nominated the recipient will introduce the award winner.

**ALL APPLICATIONS MUST BE RECEIVED IN THE MASSP OFFICE
NO LATER THAN THE CLOSE OF BUSINESS ON APRIL 10, 2010.**

**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": _____

