




STATE OF CONNECTICUT  
DEPARTMENT OF EDUCATION



**TO:** Superintendents of Schools  
Superintendents of Unified School Districts  
Executive Directors, Regional Educational Service Centers  
Directors of Public Charter Schools

**FROM:** Dr. Sarah J. Barzee, Chief Talent Officer 

**DATE:** March 1, 2018

**SUBJECT:** 2019 Anne Marie Murphy Paraeducator of the Year Award

The Connecticut State Department of Education (CSDE) and the School Paraprofessional Advisory Council have established the Anne Marie Murphy Paraeducator of the Year Program to recognize the important role of the paraeducator in supporting student achievement. The award is named in honor of Anne Marie Murphy, a paraeducator who lost her life at Sandy Hook Elementary School in 2012. The program honors one paraeducator who has demonstrated exceptional skill and dedication in the performance of his/her job, thereby earning that person the respect and admiration of other paraeducators, students, teachers, administrators, co-workers, and parents. Superintendents and school directors are invited to identify one district paraeducator of the year to apply for this award.

The 2019 Anne Marie Murphy Paraeducator of the Year will be honored at the 2019 Teacher of the Year Ceremony in December 2018. Each district-selected paraeducator of the year will receive a certificate of recognition from the Commissioner of Education.

The 2019 Anne Marie Murphy Paraeducator of the Year application can be found using the following link: [2019 Paraeducator of the Year Application](#). All submissions must be received by June 1, 2018. In order to be eligible, the paraeducator of the year selected by your district must complete the entire application and be serving as a paraeducator who assists teachers in the delivery of instruction and related services to students.

If you have any questions, please contact Sharon M.S. Fuller at 860-713-6814 or via e-mail at [sharon.fuller@ct.gov](mailto:sharon.fuller@ct.gov).

SJB:sfm

cc: Dr. Dianna R. Wentzell, Commissioner of Education  
Ms. Ellen Cohn, Deputy Commissioner  
Ms. Sharon M.S. Fuller, Program Manager

## **2019 Anne Marie Murphy Paraeducator of the Year**

The Anne Marie Murphy Paraeducator of the Year Program recognizes outstanding paraeducator contributions to schools and communities. The program honors one paraeducator who has demonstrated exceptional skill and dedication in the performance of his/her job, thereby earning them the respect and admiration of students, teachers, administrators, co-workers, and parents.

### **Timeline for Selection of Anne Marie Murphy Paraeducator of the Year**

- March 1, 2018**      Application link becomes available to all superintendents
- June 1, 2018**      Deadline for district paraeducators of the year to submit an application (using the application link provided) for the 2019 Anne Marie Murphy Paraeducator of the Year Program
- September 21, 2018**      The 2019 Anne Marie Murphy Paraeducator of the Year is identified by state selection committee
- December 5, 2018**      2019 Anne Marie Murphy Paraeducator of the Year is honored during the 2019 Connecticut Teacher of the Year Ceremony at The Bushnell Auditorium.

### **Application Procedures**

**The following requirements must be met for your local paraeducator of the year to apply for Connecticut's 2019 Anne Marie Murphy Paraeducator of the Year Program.**

The method and materials used to select the local paraeducator of the year may vary by district. The process must be fair and inclusive. Prior to **Friday, June 1, 2018**, the district-selected paraeducators of the year may apply for Connecticut's 2019 Anne Marie Murphy Paraeducator of the Year. Applicants should submit the electronic application via the following survey link: [2019 Paraeducator of the Year Application](#).

- **Applicants must provide three (3) letters of recommendation with their application, one of which must be from the paraeducator's principal or supervisor, and one from a teacher or related services staff member the paraeducator has worked with in the last three (3) years.** The third letter may come from a paraeducator colleague, parent, another teacher/related services staff member with whom the applicant has worked, a student, or other administrator. **Recommendation letters must provide specific examples of the paraeducator's contributions to his/her school and district and should relate to the candidate's work as a paraeducator.**
- **No more than three (3) recommendation letters (limited to one (1) page each) will be accepted.**

- If you have questions, please contact Sharon M.S. Fuller, Program Manager, Anne Marie Murphy Paraeducator of the Year Program, by phone at 860-713-6814 or via e-mail at [sharon.fuller@ct.gov](mailto:sharon.fuller@ct.gov).

Representatives from the School Paraprofessional Advisory Council and the CSDE will review the application packets to assist in identifying the finalists. Selection committee members may include:

- representatives from the CSDE;
- representatives from educator professional and service organizations;
- paraeducators;
- higher education faculty;
- teachers;
- parents; and
- administrators

The CSDE will notify applicants who are selected as finalists or as the 2019 Anne Marie Murphy Paraeducator of the Year by September 21, 2018.

### **Awards Recognition**

The 2019 Anne Marie Murphy Paraeducator of the Year will be honored during the 2019 CT Teacher of the Year Ceremony at The Bushnell Auditorium in Hartford, CT. He/She will become a member of the School Paraprofessional Advisory Council during the 2018-19 school year, and will represent paraeducators in forums and conferences.

### **Eligibility**

Connecticut defines the paraeducator as follows: a paraeducator is an employee who assists teachers and/or other certified professionals or therapists in the delivery of instructional and related services to students. The paraeducator works under the direct supervision of the teacher and/or other certified or licensed professional(s). The ultimate responsibility for the design, implementation, and evaluation of instructional programs, including assessment of student progress, is a collaborative effort between certified and licensed staff.

**Only paraeducators who assist teachers in the delivery of instruction and related services to students are eligible for this award.**

**Each district may identify only one paraeducator of the year annually to apply for the Anne Marie Murphy Paraeducator of the Year award. Only the district superintendent or school principal should forward the application link to the district-selected paraeducator of the year.**

Selection of the district paraeducator of the year should be made without regard to race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender

identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws.

### **Selection Criteria**

**Each district applicant will be evaluated based on six criteria adapted from the National Resource Center for Paraeducators (NRCP) Model, which Connecticut selected as a framework for articulating key competencies for Connecticut paraeducators. The model defines six primary areas of responsibilities for paraeducators:**

1. Assisting teachers/providers with building and maintaining effective instructional teams.
2. Assisting teachers/providers with maintaining learner-centered supportive environments.
3. Supporting teachers/providers with planning and organizing learning experiences.
4. Assisting teachers/providers with engaging students in learning and assisting in instruction.
5. Assisting teachers/providers with assessing learner needs, progress, and achievement.
6. Meeting standards of professional and ethical conduct.

Additional information regarding this framework can be located in the Connecticut Guidelines for Training and Support of Paraeducators, pages 29-37, at the address below:

[http://www.sde.ct.gov/sde/lib/sde/pdf/cali/guidelines\\_paraprofessionals.pdf](http://www.sde.ct.gov/sde/lib/sde/pdf/cali/guidelines_paraprofessionals.pdf).