

2011 Nomination Form

Administrator of the Year Award

This form, or a photocopy, **must be used** to submit nominations. It takes the place of any résumé or vitae. A criteria explanation is required (two pages maximum). You may also attach a total of two pages of supporting documents, such as newspaper articles and letters of support. Nominations must be submitted to your region president or designee for selection and forwarding to state ACSA.

CRITERIA*

A nominee for Administrator of the Year must be **an active ACSA member** who demonstrates exemplary performance in the following standards. **Attach an additional two pages maximum explaining how your nominee meets these criteria, providing specific examples.** These two pages are in addition to your two optional pages of supporting documents.

- 1) Promotes the success of all students by facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community.
 - 2) Promotes the success of all students by advocating, nurturing, and sustaining a school culture and instructional program conducive to student learning and staff professional growth.
 - 3) Promotes the success of all students by ensuring management of the organization, operations, and resources for a safe, efficient, and effective learning environment.
 - 4) Promotes the success of all students by collaborating with families and community members, responding to diverse community interests and needs, and mobilizing community resources.
 - 5) Promotes the success of all students by modeling a personal code of ethics and developing professional leadership capacity.
 - 6) Promotes the success of all students by understanding, responding to, and influencing the larger political, social, economic, legal, and cultural context.
 - 7) Promotes the success of all students by advocating, nurturing, and sustaining the use of new technology.
 - 8) Participates in ACSA on a state level (also regional and/or council).
- * A nominee for Administrator of the Year in the Classified Manager, Confidential Employee and Professor of Education categories may be any ACSA member who demonstrates exemplary performance in the following standards:
- Strong support for the school management team.
 - Exceptional leadership in managing school programs.
 - Commitment to educational quality and student achievement.
 - Commitment to professional growth.
 - Creativity and innovation in dealing with issues and problems facing public education.

AWARD NOMINEE

Region #	Award Category (select one from box at right)	
Name of Nominee		
Current Position/Title		
School or District		
Address		
City	State	Zip
Work Telephone	Home Telephone	
Fax	E-mail	

NOMINATED BY

Name	Region #	
Title		
School or District		
Address		
City, State Zip	Work Telephone	E-mail

REGION APPROVAL:

Region President or Designee	Region #	Signature
Title	Work Telephone	E-mail

AWARD CATEGORIES

- A. Superintendent
- B. Secondary Principal
- C. Middle Grades Principal
- D. Elementary Principal
- E. Central Office Administrator — County/District
- F. Secondary Co-Administrator
- G. Elementary Co-Administrator
- H. Classified Leader
- I. Confidential Employee
- J. Personnel/Human Resources Administrator
- K. Adult Education Administrator
- L. Career Technical Education Administrator
- M. Special Education Administrator
- N. Superintendent/Principal
- O. Business Services Administrator
- P. Pupil Personnel Administrator
- Q. Curriculum & Instruction Administrator
- R. Continuation/Educational Options Administrator
- S. Professor of Education

Region Deadline _____

NOMINATIONS MUST BE SUBMITTED TO YOUR REGION. CHECK WITH REGION PRESIDENT FOR DUE DATE. REGION PRESIDENTS MUST FORWARD TO STATE ACSA BY FEBRUARY 7, 2011.

PROFESSIONAL GROWTH

Please select no more than five major activities in each category, confining your responses to this page.

A. NOMINEE’S EDUCATIONAL EXPERIENCE

Positions Held	School Systems/Firms	Dates
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

B. ACSA MEMBER SINCE* _____ (YEAR) *Nominee must be a current ACSA member to be eligible for this award.

C. MEMBERSHIPS/OFFICES HELD IN OTHER PROFESSIONAL ORGANIZATIONS/DATES:

1. _____
2. _____
3. _____
4. _____
5. _____

D. PUBLICATIONS/ARTICLES/PRESENTATIONS/DATES:

1. _____
2. _____
3. _____
4. _____
5. _____

E. COMMUNITY LEADERSHIP/DATES:

1. _____
2. _____
3. _____
4. _____
5. _____

F. OTHER

1. _____
2. _____
3. _____

Before you submit your nomination, be sure to include:

- Your completed nomination form (typed versus handwritten).
- (Required) Two pages maximum explaining how the nominee meets the award criteria.
- (Optional) Two pages maximum of supporting documents, such as letters of support or newspaper articles.
- REGION ONLY:** The region president's (or designee's) signature and contact information

goteverything?

Nomination Checklist for ACSA's Administrator of the Year Award

Please ensure that:

- Nominee is a current member of ACSA.
- You have attached the **required** one- to two-page explanation of how the nominee meets the award criteria listed on the front of the nomination form. (Visit www.acsa.org/awardtips to read a sample criteria explanation.)
- You have attached a maximum of two pages of optional supplemental materials.

Suggested supplemental materials:

- Testimonial "quotes" from colleagues, students, parents and community members.
- Letters of support from students, parents, community leaders or supervisors, or from ACSA committees, councils or leadership.
- Relevant news articles highlighting nominee's achievements.

Do not attach (will not be submitted to Awards Committee):

- Résumés (write all answers on official nomination form)
- Copies of certificates or awards
- Any extra pages exceeding two-page maximum

If you have checked all of the above, be sure to:

- Proofread the criteria explanation and supplemental materials.
- Submit nomination and criteria explanation, as well as any optional supplemental materials, to region leadership by the region deadline. Find out your regional deadline and up-to-date submission information by going to your region's web site or contacting your region staff or leadership. Region contact information can be found at www.acsa.org/regions.