

# instructions

## Step-by-Step Instructions for ACSA's Administrator of the Year Nomination

**STEP 1: NOMINATION FORM** The official form must be used to submit nominations. Select the appropriate category for your nominee from the drop down menu, and fill out the form completely.

The region MUST be entered as a number (1-19), rather than a Roman numeral.

**Nominee MUST be a state ACSA member to be eligible for this award. Be sure to include the year she/he joined state ACSA.**

**STEP 2: CRITERIA EXPLANATION** A nominee for Administrator of the Year must be an active state ACSA member who demonstrates exemplary performance in the following standards.\* **Include the two required form pages explaining how your nominee meets these criteria, providing specific examples.**

- 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 in the categories (H) Classified Leader; (I) Confidential Employee, (S) Professor of Ed, (T) Retired Administrator, and (U) Technology Administrator may be any ACSA member who demonstrates exemplary performance in these special standards:

**ALL:** Commitment to educational quality and student achievement. Commitment to professional growth. Creativity and innovation in dealing with issues and problems facing public education. Participation in ACSA at a state level (or regional/charter).

**Classified Leader:** Exceptional leadership in managing school programs.

**Confidential Employee:** Strong support for the school management team.

**Retired:** Service to ACSA in retirement in a volunteer (unpaid) capacity.

**Technology:** Exceptional leadership in identifying and implementing strategies that support technology-infused teaching and learning. Exceptional leadership with a significant positive impact on technology use in education.

### 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
- T. Retired Administrator
- U. Technology Administrator

**STEP 3: SUPPORTING MATERIALS** You may attach a total of two (2) pages maximum of additional supporting documents, such as newspaper articles or letters of support (do not attach résumés!).

**STEP 4: REGION APPROVAL** Nominations must be submitted to your region president/designee by the region deadline for selection and forwarding to state ACSA.