

2017 Administrator of the Year

IMPORTANT! This form must be used to submit nominations. Please use the required attached form pages for the criteria explanation or explanation of special standards.

In addition, 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.

Nominations must be submitted to your region president or designee for selection and forwarding to state ACSA.

CRITERIA*

Awarded to an **active state ACSA member** who demonstrates exemplary performance in the standards listed on pages 3 and 4. Use the attached form pages to answer each standard, providing specific examples.

* For the categories of (H) Classified Leader, (I) Confidential Employee, (S) Professor of Education, (T) Retired Administrator and (U) Technology Administrator, please refer to the special standards addendum pages, and use those in lieu of pages 3-4.

AWARD NOMINEE

Region # (1-19) _____ Award Category (select one) _____

Name of Nominee _____

Current Position/Title _____

School or District _____

Address _____ City, State Zip _____

Work Phone _____ Ext. _____ Cell Phone _____

Email _____

NOMINATED BY

Name _____

Title _____

School or District _____

Address _____ City, State Zip _____

Phone _____ Ext. _____ E-mail _____

REGION APPROVAL:

Region President or Designee _____ Region # (1-19) _____ Email _____ Signature (required) _____

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

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 6, 2017.

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 4-page nomination form (typed versus handwritten), including 2 form pages explaining how the nominee meets the award criteria.
- (Optional) 2 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.

CRITERIA EXPLANATION

Please write your responses in the space provided using no smaller than 11pt font.

Awarded to **an ACSA member** exemplifying the listed criteria. **Use the following two pages to explain how your nominee meets these criteria, providing specific examples.**

For the categories of (H) Classified Leader, (I) Confidential Employee, (S) Professor of Education, (T) Retired Administrator and (U) Technology Administrator, please refer to the addendum pages.

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).

SPECIAL STANDARDS

For the categories of (H) Classified Leader, (I) Confidential Employee, (S) Professor of Education, (T) Retired Administrator and (U) Technology Administrator, please refer to the standards listed below and use the attached pages to describe how the candidate meets the following criteria.

Attach these pages in lieu of the standard Criteria Explanation.

Please write your responses in the space provided using no smaller than 11pt font.

ALL CATEGORIES:

- Commitment to educational quality and student achievement.
- Commitment to professional growth.
- Creativity and innovation in dealing with issues and problems facing public education.

SPECIAL STANDARDS (CONT.)

ALL CATEGORIES (cont):

- Participates in ACSA on a state level (also regional and/or council).

Classified Leader: Exceptional leadership in managing school programs.

Confidential Employee: Strong support for the school management team.

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

Technology Administrator: 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.