

The image features a central white banner with a slight 3D effect, set against a black background. The banner is framed by several large, white, geometric shapes: a triangle at the top, a trapezoid on the left, and a triangle at the bottom. The text on the banner is bold and black, with a subtle drop shadow.

**2005  
OUTSTANDING  
ASSISTANT PRINCIPAL  
AWARD**



**2005**  
**2005**  
**2005**  
**OUTSTANDING**  
**ASSISTANT PRINCIPAL**  
**AWARD**

The Outstanding Assistant Principal Award honors assistant principals that have utilized teamwork and leadership skills to increase student performance, promote safe learning environments and establish partnerships with parents and community members. Each year, districts nominate three assistant principals. Each assistant principal represents one of three school categories: elementary, middle or high school. District nominees compete only within their respective school categories. From the nominations, one nominee per school category is selected such that a total of 3 assistant principals statewide are named recipients of the Outstanding Assistant Principal Award.

**Timeline for Selection of 2005 Outstanding Assistant Principal Award Recipients**

<b>Fall, 2004</b>	Distribution of nomination packets to superintendents and district program coordinators
<b>June 30, 2005</b>	Nomination packet postmark due date
<b>July-August, 2005</b>	Selection committee reviews district nominee packets
<b>Fall, 2005</b>	Recipients of 2005 Outstanding Assistant Principal Award honored during the Commissioner's Summit for Principals



# 2005 OUTSTANDING ASSISTANT PRINCIPAL AWARD

## NOMINATION PROCEDURES

The following requirements must be met in nominating a candidate for the 2005 Outstanding Assistant Principal Award:

- Prior to June 30, 2005, participating districts must select not more than three candidates. Each candidate will represent one of the following school categories: elementary, middle or high school. **In the event the candidate serves as the assistant principal of a school with multiple grade levels (for example, K-8, 7-12 or K-12) or a facility that operates as a vocational technical school or alternative education center, it is within the discretion of the District Superintendent to select the appropriate school category for the candidate.** The method and materials used to select the candidates may vary according to the district.
- **Only the District Superintendent may submit the nominations.** Nominations should be made without regard to race, age, gender, national origin, religious affiliation or disability.
- **Each district may nominate only three candidates. Each candidate must have at least 3 (three) years of experience as an assistant principal at a public school. Each candidate is required to have served his/her current school at least 1 (one) year preceding the filing of the application.**
- Submit a completed nomination packet for each nominee **with a cover letter** from the District Superintendent verifying that the nominee has been selected to represent the district for the 2005 Outstanding Assistant Principal Award program. The letter should specify the nominee's school category.
- Enclose **two letters of recommendation. Each letter must not exceed two pages in length.** The letters may be prepared by another assistant principal, a District Superintendent or his designee, a university professor, a principal or a teacher leader.
- **No more than two recommendation letters will be accepted.**
- Attach one recent *color photograph* of the nominee (5" x 7" head shot). The Department cannot guarantee that the photograph will be returned. Please do not staple or tape the photograph to the application.
- Mail the **signed nomination form and one (1) copy of the nomination packet** (cover letter, letters of recommendation and application form). The application must be stapled at the upper left corner.

**Send the nomination packet to:**

<p><b>Packets must be postmarked on or before Thursday, June 30, 2005.</b></p>	<p style="text-align: center;">Outstanding Assistant Principal Award Florida Department of Education 325 West Gaines Street, Suite 124 Tallahassee, Florida 32399-0400</p>
--	--

In the event a district nominee is selected as a recipient of the 2005 Outstanding Assistant Principal Award, the Department of Education will notify the District Superintendent and the award recipient.



## **COMMISSIONER'S SUMMIT FOR PRINCIPALS**

The award recipients will also be invited to attend the Commissioner's Summit for Principals, which is supported jointly by the Department of Education and the Florida Association of School Administrators. The recipient will be honored at the Summit in early fall of 2005.

## **SELECTION CRITERIA**

**Each district nominee will be evaluated based upon the following criteria:**

- Actively participates in continued professional development as evidenced by participation in high quality professional development opportunities and/or advanced degrees
- Demonstrates leadership in educational activities at the district and/or state and national level, such as active membership in an advisory council, task force or professional organization
- Displays leadership in the School Advisory Committee and in the preparation of the School Improvement Plan
- Demonstrates a superior ability to foster excellence in education and contribute to the continuous improvement of student learning and the school environment with an emphasis on reading instruction
- Demonstrates ability to understand and utilize data as part of the continuous improvement model, especially focusing on student achievement
- Provides resources for faculty and school personnel that allow them to continually improve and/or enhance education
- Displays exemplary management skills in his/her transactions with faculty, staff and community members
- Demonstrates a strong commitment to creating a climate conducive to effective teaching and learning
- Fosters an environment that respects and celebrates diversity among staff and students
- Promotes systemic high quality professional development opportunities that are linked to student performance and/or professional growth areas, as evidenced by the nominee's professional development plan
- Designs, selects and supports developmentally appropriate initiatives for special student populations that contribute to their continued achievement
- Demonstrates ability to foster partnerships and maintain effective communication through community outreach and family involvement and develops and maintains positive relationships with all stakeholders
- Provides evidence of school performance improvement and/or student learning gains during the course of the nominee's tenure as assistant principal



## **INSTRUCTIONS FOR COMPLETING SECTIONS I-V OF THE APPLICATION FOR THE 2005 OUTSTANDING ASSISTANT PRINCIPAL AWARD:**

Respond to the following five (5) sections. **Responses must be typed utilizing a font not smaller than 11 point.** Begin each section on a new page. At the top of the page, specify the section number, title, question(s) posed and page limit information. **(A sample header should read as follows: "I. Educational History and Professional Activities. Two pages.")** If the section allows more than one page for the response, the subsequent pages need only be identified with the section number.

Limit your answers to the number of pages requested in each section. In fairness to all nominees, only the number of pages requested will be reviewed.

### **I. Educational History and Professional Activities**

*(Limit response to two double-spaced pages)*

Provide a copy of your resume, setting forth the following information:

- a. Beginning with the most recent, list colleges and universities attended including postgraduate studies. Indicate degrees earned and dates of attendance.
- b. Beginning with the most recent, list professional employment history, indicating time period, position held and name of school or institution.
- c. Beginning with the most recent, list professional and community involvement activities undertaken within the five (5) year period preceding the filing of this application.

### **II. Leadership**

25 points

*(Answer each of the following. Limit response to 1 double-spaced page.)*

Provide examples of your leadership that have contributed to the school environment, promoted school culture and student learning and/or fostered community participation.

### **III. Achievements**

25 points

*(Limit response to 1 double-spaced page. In addition to the response, not more than 3 pages of supporting documentation including charts and/or graphic materials may be attached.)*

Discuss your most significant contribution made within the two (2) year period preceding the filing of this application. Provide objective, quantifiable outcomes in your discussion, including, but not limited to, school grades received during the last two (2) academic years, records regarding test score gains, suspension reduction data, information regarding new programs established through your leadership, etc.



**IV. Creativity and Innovation**

25 points

*(Limit response to 1 double-spaced page.)*

Describe an innovative, risk-taking project or idea that you have implemented in your school and/or district that has enhanced student learning, promoted school safety and/or fostered community partnerships and greater family and volunteer involvement.

**V. Professional Recognition and Awards**

25 points

*(Limit response to 1 double-spaced page.)*

Discuss awards, honors and/or special recognition that you and your school have received within the five (5) year period preceding the filing of this application. These may include, but are not limited to, financial benefits accruing to the school and its students, positive media coverage highlighting the school's academic improvement and/or performance and recognition through prestigious award programs such as National Blue Ribbon Schools of Excellence, etc. For each award and honor listed, explain the manner in which your collaboration with the principal, faculty, staff and community members led to the recognition.



**NOMINATION FORM**

Name of district assistant principal award nominee: \_\_\_\_\_

District: \_\_\_\_\_

Name of district program coordinator : \_\_\_\_\_

District program coordinator's address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

District program coordinator's telephone number: \_\_\_\_\_

District program coordinator's fax number: \_\_\_\_\_

District program coordinator's e-mail address: \_\_\_\_\_

I acknowledge that this nomination is submitted with my approval and that the nominee has received high performance ratings and is well qualified to receive this award.

Signature of Superintendent \_\_\_\_\_



**APPLICATION FORM**

**(This form must be completed by Nominee. All information must be typed.)**

Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

City

Zip

Home E-mail Address: \_\_\_\_\_

Home Telephone: (\_\_\_\_\_) \_\_\_\_\_

School: \_\_\_\_\_

School Address: \_\_\_\_\_

\_\_\_\_\_

City

Zip

School E-mail Address: \_\_\_\_\_

School Telephone: (\_\_\_\_\_) \_\_\_\_\_

School Fax: (\_\_\_\_\_) \_\_\_\_\_

Check School Category:  Elementary  Middle  High

Total years Experience as Assistant Principal: \_\_\_\_\_ Number of Years in Present Position: \_\_\_\_\_

Signature of Nominee: \_\_\_\_\_ Date: \_\_\_\_\_