



The Principal Achievement Award for Outstanding Leadership recognizes exemplary principals for their contributions to their schools and communities. The program honors principals that have spearheaded initiatives to increase student performance, promote safe learning environments and establish partnerships with parents and community members. Each year, districts nominate one principal from each of three school categories: elementary, middle and high school. District nominees compete only within their school categories and their respective Department of Education reporting regions. The reporting regions are set forth on the attached map. From the nominations, one nominee per school category may be selected for each region such that a total of 15 principals may be selected statewide. Monetary awards will be provided to the recipients of the Principal Achievement Award for Outstanding Leadership.

Timeline for Selection of Recipients of 2005 Principal Achievement Award for Outstanding Leadership

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



NOMINATION PROCEDURES

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

- 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. <u>In the event the candidate serves as the 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.
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- 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 4 (four) years of experience as a public school principal. Each candidate is required to have served his/her current school at least 2 (two) years 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 Principal Achievement Award for Outstanding Leadership program. The letter should specify the nominee's school category.
- Enclose two letters of recommendation. Each letter must not exceed more than two pages in length. The letters may be prepared by another principal, a District Superintendent or his designee, a university professor, an assistant 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.
- Enclose the **signed nomination form and one (1) copy of the nomination packet** (cover letter, letters of recommendation and application form). Each copy of the application must be stapled at the upper left corner.

Send the nomination packet to:

Packets must be postmarked on or before Thursday, June 30, 2005.

Principal Achievement Award Florida Department of Education 325 West Gaines Street, Suite 124 Tallahassee, Florida 32399-0400

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



MONETARY AWARDS

Monetary awards will be distributed to the recipients of the Principal Achievement Award for Outstanding Leadership. In addition, monetary awards will be provided to the schools of the recipients of the Principal Achievement Award for Outstanding Leadership.

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 recipients 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
- 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
- Dedicated to providing 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 professional development initiatives that contribute to student performance and/or professional growth
- 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
- Provides evidence of school performance improvement and/or student learning gains during the course of the nominee's tenure as principal



INSTRUCTIONS FOR COMPLETING SECTIONS I-VII OF THE APPLICATION FOR THE 2005 PRINCIPAL ACHIEVEMENT AWARD FOR OUTSTANDING LEADERSHIP:

Respond to the following seven (7) 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 Development 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 Development 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.
- d. Beginning with the most recent, list awards and honors that you or your school have received within the five (5) year period preceding the filing of this application. For each award and honor listed, explain the manner in which it reflects recognition of the quality of education provided through your leadership.

II. School Profile

10 points

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

Provide a description of your school, including enrollment data, student demographics, and unique programs or designations that support your nomination (i.e., professional development school, career academies, innovative structure, magnet school, Grade 6 only school, etc.)

III. Increasing Student Performance

35 points

(Limit response to 2 double-spaced pages. In addition to the response, not more than 3 pages of supporting documentation as outlined in the indicators below may be attached.)

Provide a three (3) year profile of your school's student performance. The profile should incorporate indicators from the school report including school grades for the current and previous academic years as well as attendance data, records of suspensions and expulsions and school safety data as reported pursuant to Goal 5. The profile should also include applicable test scores and data for Math, Reading, Total Battery, Florida Writes!, High School Competency Test (HSCT), Florida Comprehensive Assessment Test (FCAT), Advanced Placement records and completion rates for high level mathematics and science courses. Please provide charts and/or graphic materials that record annual changes in the data with an emphasis on gains in reading improvement.

In addition, discuss any changes you have initiated that have impacted student achievement.

IV. Enrollment

10 points

(Limit response to 1 double-spaced page.)

Describe changes in your school's enrollment. Explain the measures you have undertaken to address these changes in order to maintain high student achievement and promote a safe learning environment.

V. Community Partnerships and Family Involvement

10 points

(Answer each of the following. Limit response to 2 double-spaced pages.)

- a. Provide a description of the community based partnerships that you have established for your school during the three (3) year period preceding the filing of this application. Identify the school's primary partnerships and discuss the impact of these partnerships on the school's students and faculty.
- b. Discuss the level of family and volunteer involvement in your school. Provide data regarding the number of family members and volunteers actively participating in school programs and discuss the manner in which they are recruited and utilized.

VI. Professional Development

20 points

(Limit response to 1 double-spaced page.)

Describe significant and/or systemic professional development initiatives implemented under your leadership that have had a measurable impact on student learning, school culture and/or the institutionalization of an innovation.

VII. Services for At-Risk and Special Needs Students

10 points

(Limit response to 1 double-spaced page.)

Describe the services, model programs and strategies that have been implemented at your school under your leadership to promote success for at-risk and special needs students.



NOMINATION FORM

DISTRICT PRINCIPAL ACHIEVEMENT AWARD NOMINEE:
School District:
Region:
region:
Name of District Program Coordinator:
Traine of District Program Coordinator.
Program Coordinator's Address, Telephone and Fax Numbers:
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.
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Signature of Superintendent
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APPLICATION FORM

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

Name:	
Social Security Number:	
Home Address:	
	7:
City	Zip
Nominee's Home E-mail Address:	
Home Telephone: ()	
School:	
School Address:	
City	Zip
Nominee's School E-mail Address:	
School Telephone: ()	
School Fax: ()	
School Category: Elementary Middle	☐ High
Total years Experience as Principal: Nu	mber of Years in Present Position:
Signature of Nominee:	Date:



Department of Education Reporting Regions

