2010 Principal Achievement Award for Outstanding Leadership Nomination Packet

The Principal Achievement Award for Outstanding Leadership was established in 1988, to recognize 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..

Timeline for Selection of Recipients of 2010 Principal Achievement Award for Outstanding Leadership

Spring 2010	Distribution of nomination packets to superintendents and district program coordinators
July 6, 2010	Complete nomination packets must be postmarked by this date
July 2010	Selection committee reviews district nominee packets
Fall 2010	Recipients of Principal Achievement Award for Outstanding Leadership announced

Nomination Procedures

The following requirements must be met in nominating a candidate for the 2010 Principal Achievement Award for Outstanding Leadership:

- Prior to **July 6, 2010,** participating districts must select one candidate. The method and materials used to select the candidates may vary according to the district.
- **Only the District Superintendent may submit the nomination.** Nominations should be made without regard to race, age, gender, national origin, religious affiliation or disability.
- **Each district may nominate only one candidate. Each candidate is required to have served his/her current school for the entire school year for which they are being nominated.**
- 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 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 five copies 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.
- Mail the original application packet, copies and **materials requested** to the address provided below.
- **E-mail Section III of the Principal Achievement Award for Outstanding Leadership Application no later than July 6, 2010, to Bonita.Hampton@fldoe.org.**
- 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 2010 Principal Achievement Award for Outstanding Leadership program. The letter should specify the nominee's school category.

Packets must be postmarked on or before Tuesday, July 6, 2010

Send the nomination packet to:

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 finalist for the 2010 Principal Achievement Award for Outstanding Leadership, the Department of Education will notify the District Superintendent.

Monetary Awards

The district winners of the Principal Achievement Award for Outstanding Leadership will be announced in the fall of 2010. Based upon availability of funds, the Department of Education presents awards to each district winner and recipient of the 2010 Principal Achievement Award for Outstanding Leadership.

Florida Leadership Standards, SBE Rule 6B-5.0012

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

Florida's school leaders must possess the abilities and skills necessary to perform their designated tasks in a high-performing manner. The school leader, commensurate with job requirements and delegated authority, shall demonstrate competence in the following standards:

Instructional Leadership

Instructional Leadership – High Performing Leaders promote a positive learning culture, provide an effective instructional program, and apply best practices to student learning, especially in the area of reading and other foundational skills.

Managing the Learning Environment – High Performing Leaders manage the organization, operations, facilities and resources in ways that maximize the use of resources in an instructional organization and promote a safe, efficient, legal, and effective learning environment.

Learning, Accountability, and Assessment – High Performing Leaders monitor the success of all students in the learning environment, align the curriculum, instruction, and assessment processes to promote effective student performance, and use a variety of benchmarks, learning expectations, and feedback measures to ensure accountability for all participants engaged in the educational process.

Operational Leadership

Decision Making Strategies – High Performing Leaders plan effectively, use critical thinking and problem solving techniques, and collect and analyze data for continuous school improvement.

Technology – High Performing Leaders plan and implement the integration of technological and electronic tools in teaching, learning, management, research, and communication responsibilities.

Human Resource Development – High Performing Leaders recruit, select, nurture and, where appropriate, retain effective personnel, develop mentor and partnership programs, and design and implement comprehensive professional growth plans for all staff – paid and volunteer.

Ethical Leadership – High Performing Leaders act with integrity, fairness, and honesty in an ethical manner.

School Leadership

Vision – High Performing Leaders have a personal vision for their school and the knowledge, skills, and dispositions to develop, articulate and implement a shared vision that is supported by the larger organization and the school community.

Community and Stakeholder Partnerships – High Performing Leaders collaborate with families, business, and community members, respond to diverse community interests and needs, work effectively within the larger organization and mobilize community resources.

Diversity – High Performing Leaders understand, respond to, and influence the personal, political, social, economic, legal and cultural relationships in the classroom, the school and the local community.

Instructions for Completing Sections I-III of the Application for the 2010 Principal Achievement Award for Outstanding Leadership:

Respond to the following three (3) 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

20 points

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

Provide a description of your school, including enrollment data, student demographics, school achievement awards within the last three (3) years, and unique programs or designations that support your nomination (i.e., innovative structure such as professional development school, career academies, magnet school, Grade 6 only school, etc., or any other school organization).

III. Increasing Student Performance

80 points

(Limit response to 2 double-spaced pages. In addition to the response, not more than 10 pages of supporting documentation as outlined in the indicators below may be attached.)

Using the Florida Leadership Standards, SBE Rule 6B-5.0012, please respond to the following:

a. Student Achievement Data (20 points)

Provide a three (3) year profile of your school's student performance including the current school year. 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!, 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.

b. Student Achievement Initiatives

Discuss any changes you have initiated that have impacted student achievement related to the following areas:

Enrollment (15 points)
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. This may also include student mobility rates, if applicable.

Community Partnerships and Family Involvement (15 points)
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.

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.

Professional Development (15 points)
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.

Student Services (15 points)
Describe services, model programs and strategies that have been implemented at your school under your leadership to ensure that all students are achieving at the highest level.

Nomination Form

Achievement Award Nominee
Name of District Principal _____

School District _____

Name of District
Program Coordinator _____

District Program Coordinator's
Address _____

District Program Coordinator's
Telephone Number ___ - ___ - _____

District Program Coordinator's
E-mail Address _____

Packets must be postmarked on or before Tuesday, July 6, 2010

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 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 _____ **Number of Years in Present Position** _____

_____ _____

Signature of Nominee **Date**