2010 Outstanding Assistant Principal Award Nomination Packet

The Outstanding Assistant Principal Award recognizes exemplary assistant principals for their contributions to their schools and communities. The program 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 may nominate one assistant principal.

Timeline for Selection of 2010 Outstanding Assistant Principal Award Recipients

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

Nomination Procedures

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

- 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.** Nomination should be made without regard to race, age, gender, national origin, religious affiliation or disability.
- **Each district may nominate only one candidate. The candidate must have not less than 2 (two) years of experience as an assistant principal at a public school. Each candidate is required to have served his/her current school not less than 1 (one) year preceding the filing of the application.**
- Submit a completed nomination packet for the nominee **with a cover letter** from the District Superintendent verifying that the nominee has been selected to represent the district for the 2010 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**. One of the letters must be prepared by his or her supervising principal. Additional letters may be prepared by another assistant principal, a District Superintendent or designee, a colleague, parent, university professor, or 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.
- Mail the original application packet **including materials requested** to the address provided below.
- **E-mail Section III of the Outstanding Assistant Principal Award Application no later than July 6, 2010 to Bonita.Hampton@fldoe.org.**

In the event a district nominee is selected as a recipient of the 2010 Outstanding Assistant Principal Award, the Department of Education will notify the District Superintendent.

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

Send the nomination packet to:

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

Monetary Awards

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

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-V of the Application for the 2010 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 2 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. Describe how this project is expected to or has impacted the achievement of students at your school.

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 _____

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

_____ _____

Signature of Nominee **Date**