



Michigan Association of Secondary School Principals

# NOMINATION FORM

## 2019 PRINCIPAL OF THE YEAR

**[ DUE JANUARY 25, 2019 @ 5 P.M.]**

**BEFORE SUBMITTING MATERIALS, PLEASE USE THE FOLLOWING CHECKLIST:**

**PAGE 1:**

- Are all eligibility requirements met?

**PAGE 2:**

- All information completed?
- Both signatures completed?
- NOTE: Only *one application* is necessary, even with multiple nominators.

**PAGE 3:**

- All nomination information answered?
- Professional service information answered?
- At least four letters of support obtained and attached?

**IMPORTANT NOTE:**

**Separated materials are NOT accepted. A complete packet must be submitted for consideration.**

*(e.g. Do not send individual letters of support. Gather all materials and submit them together.)*

**SUBMIT ALL MATERIALS IN ONE PACKET:**

**PDF VIA EMAIL**

chelseym@michiganprincipals.org

**POSTAL MAIL**

MASSP ATTN: Chelsey Martinez  
1001 Centennial Way, Ste 100  
Lansing, MI 48917

## **ELIGIBILITY REQUIREMENTS:**

- All nominees **MUST** be current MASSP members.
- Nominees **MUST** have served in capacity as lead building administrator for at least three years for any combination of grades 6-12 or as the lead of a CTE program/facility.
- CTE nominees **MUST** have CTE program administration as their primary responsibility and also exhibit statewide or regional leadership activities.
- Winners are expected to attend MASSP's annual conference EdCon in June 2019.

## **SELECTION CRITERIA:**

### **Collaborative Leadership**

- Involves teachers, staff members, parents, students, and the community in achieving the goals of the school/district.
- Provides direction or focus to ensure alignment of programs and practices with the school's vision, mission and goals.
- Leads collaboratively to promote ownership among staff, students, and community members for schoolwide efforts.
- Teaches, coaches and assists others in professional development that focuses on student learning.
- Teaches, coaches and supports the development of potential and current school leaders.
- Utilizes available technology tools for school management and operation, fostering collaboration and communication to effectively address issues in the school community.
- Uses effective problem-solving techniques.

### **Curriculum, Instruction, and Assessment**

- Improves teaching and learning by implementing practices, programs and improvement efforts on the basis of multiple sources of data.
- Observes, supervises, and evaluates teachers and instructional programs to maximize the learning opportunities both for every teacher and for every student.
- Ensures that each student has the best possible chance of success by providing a customized plan that takes into account the needs of individual learners in relation to learning time, setting, methods and course sequence.
- Demonstrates knowledge of learning, teaching, research and programs that maximize student performance.
- Facilitates the development and maintenance of co-curricular programs that complement the curriculum while fostering students' academic success.
- Leads in the use of available technology for management and delivery of instruction and assessment as well as the advancement of learning, invention and creativity.

### **Personalization**

- Establishes and maintains a positive school climate that is warm, inviting safe and secure.
- Interacts professionally and tactfully with others.
- Creates structures that enable teachers to develop an appreciation for each student's abilities.
- Acknowledges achievement or accomplishments of students, teachers, and school community members.
- Communicates effectively orally and in writing.
- Models values, beliefs, and attitudes that inspire students and staff to higher levels of performance.
- Develops and maintains dialogue with representatives of diverse community groups.



# NOMINATION FORM

## 2019 PRINCIPAL OF THE YEAR

**AWARD**

**High School  
Principal**  
of the Year

**Middle Level  
Principal**  
of the Year

**CTE  
Principal**  
of the Year

**NOMINEE**

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

Position: \_\_\_\_\_

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

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

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

E-mail: \_\_\_\_\_

**NOMINATOR**

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

Position: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Cell Work

E-mail: \_\_\_\_\_

Signature: \_\_\_\_\_

**SUPT**

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

Phone Number: \_\_\_\_\_ Cell Work

E-mail: \_\_\_\_\_

Signature: \_\_\_\_\_

# **IN ADDITION TO THE NOMINATION FORM, PLEASE SUBMIT THE FOLLOWING:**

## **NOMINATION INFORMATION:**

You may submit up to, but no more than, three (3) single-sided pages answering the following. **Each item must be answered.**

1. Briefly describe why you are nominating this person.
2. How has this person improved their skills to keep up with the demands of their position? Examples?
3. Using the selection criteria on page 2 as a guide, please describe the nominee's greatest contributions, accomplishments, and successes as a building administrator in one or more of the areas of collaborative leadership, curriculum instruction and assessment, and personalization.
4. Please describe an exemplary program/idea/strategy/event at the nominee's school that is in keeping with the selection criteria of collaborative leadership, curriculum instruction and assessment, and personalization.

## **PROFESSIONAL ACCOLADES AND SERVICE:**

Please confine your answers to the following items to a maximum of one (1) single-sided page.

1. Describe how the nominee demonstrates interest in developing the skills necessary to provide optimal service as a building administrator?
2. Describe a situation when the nominee used problem-solving skills or initiative.
3. List community leadership – membership, offices and activities/dates.
4. List professional leadership – membership, offices and activities/dates.
5. Awards and honors/dates.

## **LETTERS OF SUPPORT:**

Attach four letters of support with at least one letter from each of the categories below. Letters are limited to the front side of one 8.5" x 11" sheet of paper, double spaced with at least 1" margins around all sides and in a font size no smaller than 11 point.

### **Principal (High School or Middle Level)**

- Current superintendent (on district letterhead)
- Fellow Principal (any district)
- Current staff member
- Student, parent or business/community/government leader

### **CTE Administrator**

- Immediate supervisor (on district letterhead)
- Fellow CTE Administrator (any district)
- Current staff member
- Student, parent or business/community/government leader

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