

**2005 STATE & NATIONAL
ASSISTANT
PRINCIPAL
OF THE YEAR**

AWARDS APPLICATION

Sponsored by:



Equipment for Educators

NATIONAL ASSOCIATION
OF SECONDARY SCHOOL
PRINCIPALS 
promoting excellence in school leadership

“We in Washington, D.C., can make laws about school reform, but the hard work will be done in schools across the country, where dedicated school leaders must take up the charge of ensuring that our system of education is one that recognizes the ability of every child to learn and grow. Efforts like the Virco Inc. and NASSP partnership to recognize outstanding assistant principals highlight the crucial importance of school leadership in the lives of our young people.”

—**Secretary Rod Paige**
U.S. Department of Education

“Assistant principals play a key administrative role in secondary schools across the nation. We at Virco Inc. are happy to recognize their achievements and contribute to their professional development.”

—**Larry O. Wonder**
Vice President of Sales, Virco Inc.

“NASSP is thrilled to welcome Virco Inc. as a new partner as we initiate a national recognition program to celebrate exemplary assistant principals. The position of assistant principal is challenging and demanding, requiring flexibility and expertise across a range of areas including instructional leadership, school safety, and parental involvement. We look forward to many years of partnership with Virco Inc. as we acknowledge and commend these outstanding individuals.”

—**Gerald N. Tirozzi**
Executive Director, NASSP

Official Application

NASSP 2005 State and National Assistant Principal of the Year

Sponsored by Virco Inc.

This application may also be downloaded from the NASSP and Virco Inc. Web sites (www.principals.org/awards/09-02.cfm and www.virco.com).

Selection Criteria

Each state honoree will demonstrate success in the following areas:

Collaborative Leadership

- Involves teachers, staff members, parents, students, and the community in achieving the goals of the school
- Provides direction or focus to achieve the school's goals as a member of the school's leadership team
- Models continuous professional growth
- Teaches, coaches, and assists others in professional development that focuses on student learning
- Balances management tasks with instructional leadership tasks
- Utilizes effective problem-solving techniques

Curriculum, Instruction, and Assessment

- Improves teaching and learning by implementing programs and improvement efforts
- Observes, supervises, and evaluates teachers and instructional programs to maximize the learning opportunities for every student
- Analyzes multiple sources of data to improve instructional practices and outcomes
- Demonstrates knowledge of learning, teaching, research, and programs that maximize student performance
- Facilitates in developing and maintaining cocurricular programs that complement the curriculum while fostering students' academic success

Personalization

- Assists in establishing and maintaining a positive school climate that reflects high student and staff morale
- Interacts professionally and tactfully with others
- Assists in creating structures that enable teachers to develop an appreciation for each student's abilities
- Acknowledges achievement or accomplishments of students and teachers
- Communicates effectively orally and in writing
- Models values, beliefs, and attitudes that inspire others to higher levels of performance
- Assists in developing and maintaining dialogue with representatives of diverse community groups

Application Deadlines

For the 2005 program, applicants in all states (except Idaho and Texas) must return the completed application (typed) and letters of recommendation to their state association by October 1, 2004.

Deadline Exceptions:

Idaho August 20, 2004

Texas September 10, 2004

Selection is made by the administrator association of each state, the District of Columbia, and the Department of Defense Education Activity by December 1, 2004. Each state association determines its own selection schedule. Winners are selected from applications submitted to the state associations.

The **National Assistant Principal of the Year** will be selected from among the state honorees and will be announced at the NASSP Convention.

Schedule

October 1, 2004 All applications due at state affiliate offices

October–December 2004 State winners announced as selections are made

January 2005 National Assistant Principal of the Year finalists announced

February 26, 2005 Finalists interviewed at NASSP Convention for national award consideration

February 27, 2005 Announcement and presentation of national award at NASSP Convention by Virco Inc.

April 2005 State and National awards dinner in Washington, DC

Eligibility

Any assistant principal or equivalent (e.g., vice principal, associate principal, or dean) of a public or private middle level or high school, is eligible to be a State Assistant Principal of the Year candidate.

Colleagues, students, or members of the community can nominate an assistant principal by encouraging the completion of this application.

Middle level and high schools are defined as those that include at least two or more grades, 6–12. **Applicants must be members of NASSP and their state affiliate association.**

All applicants must have been in an assistant principalship at one or more middle level or high schools for at least three years. All candidates must complete the State Assistant Principal of the Year official application. Each candidate must be an assistant principal at the time of selection as State Assistant Principal of the Year and through January 1 of his or her term. The program is designed to recognize the outstanding leadership of active, Internet-savvy assistant principals. It is not a recognition of service at retirement or a program to reward current state or national leaders. Current members of the NASSP Board of Directors are ineligible.

Procedures

Candidates must fully complete the application. All applications should be typed or computer generated in an easy-to-read font that is no smaller than 10 points. If the applicant creates an application document rather than using the prepared form, the space allocated for each response must be exactly the same as the space provided on the official application form. Directions and questions must also be included on forms that are applicant generated (i.e., the official application form and the one that is generated must be identical).

All applications must be received by the state affiliate association no later than close of business on October 1, 2004, unless noted as an exception.

Letters of Recommendation

All applicants are required to submit no more than three letters of recommendation. One letter must be from the assistant principal's current principal. The remaining letters can be from two of the following groups: teacher, student, parent, community member or district level area superintendent. **Each letter must be limited to the front side of one 8-1/2" x 11" sheet of paper, with at least 1" margins and a font size no smaller than 10 points.**

Judging

Each state is responsible for selecting its own State Assistant Principal of the Year from the applications submitted to the state office. Three finalists for the National Assistant Principal of the Year will be selected from among the State Assistant Principals of the Year by a judging panel composed of leaders in education, business leaders related to education, and staff members of national education associations. Their decision is based on the written applications and recommendations.

A different panel of judges selects the National Principal of the Year from the group of finalists. The panel interviews each of the finalists during the NASSP Convention.

State Recognition

Each State Assistant Principal of the Year will be recognized by his/her state association. These state honors may vary from state to state. NASSP and Virco Inc. will honor all State Assistant Principals of the Year in Washington, DC, in the spring. This event will salute assistant principals and provide a forum for them to share their experience and expertise with each other.

National Recognition

National finalists will be the honored guests of NASSP and Virco Inc. at the NASSP Convention in San Francisco, CA, February 25–28, 2005. Travel fees, hotel expenses, and Convention registration will be paid by NASSP from funding by Virco Inc. The National Assistant Principal of the Year will receive an award of \$5,000.

Assistant Principal of the Year Application

Applicant's name _____

Job Title _____ SSN _____
(required)

School _____

Address _____ / _____ / _____ / _____
Street City State ZIP

Phone (____) _____ Fax (____) _____

Home address _____ / _____ / _____ / _____
Street City State ZIP

Phone (____) _____ E-mail address _____

Education

Degree Date earned College/University Location

Professional Experience

Total years in education _____ Total years of AP experience _____

List chronologically:

Position School Subject taught School system Dates

Current School

Superintendent's name _____

District name/address _____ / _____
Name Street

_____ / _____ / _____
City State ZIP

Enrollment _____ Grades _____

Check one: Urban Suburban Rural Number of assistant principals _____

The following question is optional. This information will assist in supporting efforts to increase minority participation and will not affect the results of the Assistant Principal of the Year awards program. If you wish to be identified with a particular ethnic group, please check all that apply:

- | | |
|--|--|
| <input type="checkbox"/> African American, Black | <input type="checkbox"/> Hispanic, Latino (country of family's origin) |
| <input type="checkbox"/> Native American, Alaskan Native | _____ |
| <input type="checkbox"/> Asian American (country of family's origin) | <input type="checkbox"/> Native Hawaiian, Pacific Islander |
| _____ | <input type="checkbox"/> Puerto Rican |
| <input type="checkbox"/> Asian, including from Indian subcontinent | <input type="checkbox"/> Other (Specify) |
| (country of family's origin)_____ | _____ |

Professional Growth

Please list three examples, from the past five years, for each area and include the date of participation. Confine your answers to the space provided below.

| | |
|--|--------------------|
| <u>Membership and Offices in Professional Organizations</u> | <u>Date</u> |
|--|--------------------|

| | |
|--|--------------------|
| <u>Community Leadership—Membership, Offices, and Activities</u> | <u>Date</u> |
|--|--------------------|

| | |
|---------------------------------|--------------------|
| <u>Awards and Honors</u> | <u>Date</u> |
|---------------------------------|--------------------|

| | |
|---|--------------------|
| <u>Professional Development Activities</u> | <u>Date</u> |
|---|--------------------|

Please respond to the following essay questions on two separate sheets of paper and staple to application. You must confine each answer to one-half page of an 8-1/2" x 11" sheet of paper (225–250 words), using 1" margins. Use an easy-to-read font at 10-point size or larger.

Collaborative Leadership

Using the Selection Criteria as a guide, describe, in detail, how you have demonstrated success in **at least** three of the areas provided.

Curriculum, Instruction, and Assessment

Using the Selection Criteria as a guide, describe, in detail, how you have demonstrated success in **at least** three of the areas provided.

Personalization

Using the Selection Criteria as a guide, describe, in detail, how you have demonstrated success in **at least** three of the areas provided.

I have read and understand the rules outlined in this application. I agree to abide by these rules, and I grant Virco Inc. and NASSP the authority, after adequate notification, to publish in part or whole any information contained in this application and to use my name and likeness for publicity and other promotional purposes related to the program.

Applicant's Signature

Date

After getting started 54 years ago in southern California with a single customer, Virco Inc. has become America's leading furniture manufacturer for the K–12 market. The company's extensive product selection includes the all-new, ergonomically supportive Zuma™ collection. In addition to supplying thousands of satisfied customers with popular furniture items, Virco Inc.'s industry-leading resource-recovery and recycling program has been repeatedly honored by local, state, and national organizations. Most recently—in 2003—the United States Environmental Protection Agency recognized Virco Inc. as a charter member of its WasteWise Hall of Fame. For more on Virco Inc., visit www.virco.com.

NASSP—the preeminent organization and the national voice for middle level and high school principals, assistant principals, and aspiring school leaders—provides its members the professional resources to serve as visionary leaders. NASSP promotes the intellectual growth, academic achievement, character development, leadership development, and physical well-being of youth through its programs and student leadership services. NASSP administers the National Honor Society, National Junior Honor Society, and National Association of Student Councils.