

THE CONNECTICUT ASSOCIATION OF SCHOOLS

• *Serving Schools and Principals* •

TO: Superintendents and Principals of CAS Member High and Middle Level Schools
FROM: The Awards and Recognition Committee of the Connecticut Association of Schools
DATE: October 2003
RE: **OPPORTUNITY TO NOMINATE A LOCAL HIGH SCHOOL OR MIDDLE SCHOOL PRINCIPAL TO BE CAS/NASSP PRINCIPAL OF THE YEAR**

The Connecticut Association of Schools is soliciting nominations for the CAS Principal of the Year Program for the year 2004. If, after reading the award criteria below, you feel that a principal that you know is eligible for and worthy of this honor, please complete the attached form, or have it completed by someone within the system, and return it over the superintendent's signature **NO LATER THAN November 21, 2003**. Your nominee will be informed of this nomination and asked to complete an awards application (this application will be due at CAS by January 9, 2004).

The Principal of the Year Program, sponsored annually by the Connecticut Association of Schools, was established to bring recognition to exemplary school principals and to increase public awareness of the critical role that principals play in the education of our youth. The program recognizes outstanding principals who have succeeded in providing high quality learning opportunities for students. These administrators have demonstrated excellent leadership skills, a commitment to their staff and students, service to their communities, and contributions to the overall profession of educational leadership.

Each year nominations are solicited for a Middle Level and High School Principal of the Year. The winners are chosen by the CAS Awards and Recognition Committee, a selection committee consisting of active and retired principals and assistant principals. The selections will be made in February, 2004. Both the middle and high school honoree will be recognized nationally by NASSP and will represent Connecticut in the competition for National Principal of the Year, sponsored by NASSP and MetLife. (NASSP does not include elementary schools.) Each national finalist receives an award and a \$1,500 grant. The National Principals of the Year receive an award and an additional \$5,000. For additional information on the National Principal of the Year program, visit <http://www.nassp.org/awards/>.

All candidates must be members of CAS and NASSP and have three years experience as a school principal.

CRITERIA FOR CAS/NASSP PRINCIPAL OF THE YEAR AWARD

Candidates should demonstrate success in the following areas:

Educational Leadership

- Implements strategies for improving teaching and learning by putting programs and improvement efforts into action
- Involves teachers and other staff members in achieving the goals of the school
- Ensures the school climate is positive and reflects high staff and student morale

Resolving Complex Problems

- Maintains awareness of current and emerging issues
- Resolves short-term issues while balancing them against long-term objectives
- Manages time and tasks effectively including delegation to others

Developing Self and Others

- Is committed to continued professional growth
- Teaches, coaches and helps others (students and colleagues)
- Demonstrates and fosters creativity and imagination in bringing about positive change

Community Service

- Involves the community in the life of the school and uses community resources for students
- Establishes partnerships with community groups to strengthen programs and support school goals

The CAS Awards and Recognition Committee reserves the right to reject any and all candidates in a category if they do not fulfill the criteria for the award. In making its decisions, the Awards and Recognition Committee will consider each candidate's professional qualities as outlined in the application, his/her recommendations, and his/her professional contributions to CAS.

Thank you for your attention to this important opportunity to provide state and national recognition to deserving school administrators.

**NOMINATION FOR
CAS PRINCIPAL OF THE YEAR: 2004**

Candidate: _____ Position: _____

School: _____ District: _____

Nominated for *Principal of the Year* at the following level: High School Middle School

Address: _____ Phone: _____

Home Address: _____ Phone: _____

E-mail Address: _____

Nominator: _____ Position: _____

District: _____ Phone: _____

PROFESSIONAL EXPERIENCE AS PRINCIPAL

<u>Position</u>	<u>School</u>	<u>District</u>	<u>Dates</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

As superintendent of schools, I endorse the above nomination.

Signature _____
Date

Thank you for your nomination!

Please send to:
Connecticut Association of Schools
Awards and Recognition Committee
c/o Karen Packtor
30 Realty Drive, Cheshire, CT 06410
by November 21, 2003