



**2008 State and National
Assistant Principal
of the Year**



Official Awards Application



Sponsored by:

Equipment for Educators

NATIONAL ASSOCIATION
OF SECONDARY SCHOOL
PRINCIPALS 



““ If there’s one thing I’ve learned in my travels, it’s that behind every great school, you’ll find great leaders. In an increasingly competitive global community, preparation for college and the workforce depends on strong and innovative leadership in our nation’s schools. Assistant principals are hard at work in communities across America empowering teachers, engaging parents, and ensuring every child gets the education they deserve. That is the kind of leadership we want to honor and also use to inspire others in their efforts to help all our children succeed.””

—**Secretary Margaret Spellings**
U.S. Department of Education

““ Virco salutes assistant principals for their hard work and dedication. We’re proud to sponsor the NASSP State and National Assistant Principal of the Year Program.””

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

““ NASSP and our partner Virco are proud to recognize our nation’s outstanding secondary school assistant principals. We know that the key to a school’s success lies with its leadership. The assistant principals we honor in this program represent the best of the best, and we are pleased to salute them for their hard work and efforts.””

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

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2008 NASSP State and National Assistant Principal of the Year

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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 and district
- 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
- Contributes to make certain all students have access to challenging courses and support mechanisms.

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 2008 program, applicants in all states (except Idaho) must return completed application (typed) and four letters of recommendation to their state association by October 1, 2007.

Deadline Exception: Idaho September 1, 2007

Selection is made by the administrator association of each state association, the District of Columbia, and the Department of Defense Education Activity by December 3, 2007. 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.

Important Dates

October 1, 2007.....All applications due at state affiliate offices for the 2008 program

October–December, 2007 ...States announce their winners as selections are made

January 2008.....National Assistant Principal of the Year finalists announced

February 22, 2008Finalists interviewed at NASSP Convention for national award consideration

February 23, 2008.....Announcement and presentation of national award at NASSP Convention by Virco Inc.

April 18–20, 2008.....State and National Assistant Principals Forum and Awards dinner in Washington, D.C.

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 assistant principal to complete 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 a minimum of two years. All candidates must complete the NASSP 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. The program is designed to recognize the outstanding leadership of current assistant principals. It is not recognition of service at retirement or a program to reward state or national leaders. Current members of the NASSP Board of Directors are ineligible.

Procedures

Candidates must complete the application. All applications should be typed or computer generated in an easy-to-read font that is no smaller than 11 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, 2007, unless noted as an exception.**

Letters of Recommendation

All applicants are required to submit a total of four letters of recommendation. One letter must be from the applicant's current principal. The remaining letters can be from any three of the following:

- District level area superintendent, on district letterhead
- Fellow assistant principal (at either level—middle or high school)
- Teacher from the applicant's current staff
- Student, parent, or business/community/government leader

Letters should focus on one or more of the selection criteria and should reflect the writer's assessment of the candidate's eligibility based on the performance indicators outlined in the selection criteria. Each letter should address those indicators that reflect the scope of the writer's firsthand knowledge of the candidate's demonstrated excellence in a particular area; therefore, each letter is not required to address every performance indicator.

Each letter must be limited to the front side of one 8" x 11" sheet of paper, with at least 1" margins and a font size no smaller than 11 points. Letters that exceed one page will not be considered.

NASSP will not release letters of recommendation without express authorization from the authors.

Judging

Each state is responsible for selecting its own State Assistant Principal of the Year from the applications submitted to the state office. The three finalists for the National Assistant Principal of the Year will be selected from eligible 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 educational associations. Their decision is based on the written applications and recommendations.

A second panel of judges will select the National Assistant Principal of the Year from the three finalists. Interviews conducted by the panel will take place during the NASSP Convention.

State Recognition

Each State Assistant Principal of the Year will be recognized by his or her state association. These state honors vary from state to state. NASSP and Virco Inc. will honor all State Assistant Principals of the Year at a Forum and Awards Banquet in Washington, D.C., April 18–20, 2008. This event will salute assistant principals and provide an opportunity 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 Antonio, TX, February 22–24, 2008. Travel, hotel, and Convention registration will be paid for by NASSP from funding by Virco Inc. The National Assistant Principal of the Year will receive an award of \$5,000 which may only be used to improve learning at the school (e.g., special school projects and/or professional development).

Education

Degree Earned	Date	College/University	Location
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Professional Experience

Total Years in Education _____ Total Years of AP Experience _____

List Chronologically:

Position	School	Subject Taught	School System	Dates
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Professional Growth

For each area, please list three examples of professional growth from the past five years and include the date of participation. Confine your answers to the space provided.

Membership and offices in professional organizations	Date
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Community leadership—Membership, offices, and activities	Date
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Awards and honors	Date
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Professional development activities	Date
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Essay Questions

Please respond to the following essay questions on separate sheets of paper and staple to the completed application. Each answer must be double-spaced and confined to one side of two 8-1/2" x 11" sheets of paper (using 1" margins). Use font Times New Roman, point size 11.

Collaborative Leadership

Using the selection criteria as a guide, describe in detail how you have demonstrated success in three or more of the measures provided. Provide data or specific examples to support current and previous success levels.

Curriculum, Instruction, and Assessment

Using the selection criteria as a guide, describe in detail how you have demonstrated success in three or more of the measures provided. Please cite specific examples.

Personalization

Using the selection criteria as a guide, describe in detail how you have demonstrated success in three or more of the measures provided. Provide data or specific examples such as improved academic outcomes, reduced disciplinary referrals, etc.

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

Assistant Principal's Certification Form

(Must be completed by the applicant's current principal and district superintendent)

The purpose of this form is to advise the assistant principal's current principal and district superintendent that he or she has been nominated to be an NASSP State Assistant Principal of the Year, sponsored by Virco Inc. It also indicates that both the principal and district superintendent understand the following obligations, opportunities, and responsibilities inherent in acceptance of the award.

- State assistant principal of the year winners will participate in the Assistant Principal's Forum and Awards Banquet held annually to honor all the state assistant principals of the year. NASSP, through funding provided by Virco Inc., is responsible for Forum costs, hotel accommodations (for two nights), and meals during Forum hours for the honoree. NASSP is not responsible for travel expenses for state winners. Travel and incidental expenses for state winners are the responsibility of the state assistant principal of the year, the honoree's school or school district, or the state association. Incidental expenses as well as travel, some meals, and entertainment for a spouse or guest of the assistant principal will be the responsibility of the state assistant principal of the year.
- The assistant principal may receive limited requests to represent the National Association of Secondary School Principals on national committees. Costs are borne in most instances by NASSP or the sponsoring party.
- Publicity for the state assistant principal of the year may generate occasional opportunities for speaking engagements at the state level, as well as requests to visit the assistant principal's school.
- The National Assistant Principal of the Year finalists will attend the annual NASSP Convention in San Antonio, Texas, February 22–24, 2008, where interviews will be conducted and recognition will be given at a general session. Convention registration, hotel accommodations, excluding incidentals, and travel will be paid for finalists by NASSP with funding from Virco Inc.

This certifies that I acknowledge and endorse the nomination of _____
Nominee's name

as the NASSP State Assistant Principal of the Year representing _____
State

Principal name (please print)

District Superintendent name (please print)

Signature

Signature

School district

Application Submission Checklist

- Review and meet the eligibility requirements
- Complete Essay Questions (2 pages per question)
- Include the four required letters of recommendation (limited to one page per letter)
- Sign the Application
- Complete Assistant Principal's Certification Form



Equipment for Educators

After getting started over 57 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 best-selling, ergonomically supportive ZUMA® classroom furniture collection and the all-new SAGE™ Series. In addition to supplying thousands of satisfied customers with popular furniture items, Virco's industry-leading resource recovery and recycling program has been repeatedly honored by local, state, and national organizations. In 2003, the United States Environmental Protection Agency recognized Virco Inc. as a charter member of its WasteWise Hall of Fame. And in 2006, Virco introduced the classroom furniture industry's first Take-Back program, which helps qualifying schools recycle components from selected out-of-service furniture items. For more on Virco Inc., visit www.virco.com



The National Association of Secondary School Principals (NASSP)—the preeminent organization and the national voice for middle level and high school principals, assistant principals and aspiring school leaders—provides its members with 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™. For more information, visit our web site at www.principals.org



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