

2007 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



“Accomplishing our goal of having every child reading and doing math at grade level by 2014 requires strong leadership in our schools. Dedicated leadership combined with high standards, accountability, and resources equals results for all students. Efforts like the Virco and NASSP partnership to highlight outstanding principals brings well-deserved recognition to those leaders who are making a difference in the lives of our children.”

—**Secretary Margaret Spellings**
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 achievement and contribute to their professional development.”

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

“NASSP and our partner, Virco Inc., 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

Official Application

NASSP 2007 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 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 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 co-curricular programs that complement the curriculum while fostering students' academic success
- Helps 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 2007 program, applicants in all states (except Idaho) must return the completed application (typed) and four letters of recommendation to their state association by October 2, 2006.

Deadline Exception: Idaho **September 1, 2006**

Selection is made by the administrator association of each state, the District of Columbia, and the Department of Defense Education Activity by December 1, 2006. 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 annual NASSP Convention.

Schedule

October 2, 2006 All applications for the 2007 program due at state affiliate offices

October–December, 2006 . . . States announce their winners as selections are made

January 2007 National Assistant Principal of the Year finalists announced

February 23, 2007 Finalists interviewed at NASSP Convention for national award consideration

February 24, 2007 Announcement and presentation of national award by Virco Inc. at NASSP Convention

April 27-29, 2007 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. **Colleagues, students, and 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 an assistant principal at one or more middle level or high schools for three years or longer. 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 and through January 1 of his or her term. The program is designed to recognize the outstanding leadership of active 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 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 2, 2006, unless an exception is noted.**

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 three of the following:

- District level area superintendent, on district letterhead
- Fellow assistant principal
- Student
- Parent
- Business, community, or 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 on the basis of the performance indicators outlined in the selection criteria. Each letter should address the indicators that reflect the scope of the writer's first-hand 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 8½" 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.

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, leaders of education-related businesses, 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 annual NASSP Convention.

State Recognition

Each State Assistant Principal of the Year will be recognized by his or 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 at a Forum and Awards Banquet in Washington, DC in April, 2007. This event will salute assistant principals and provide an opportunity for them to share their experience and expertise with one another.

National Recognition

National finalists will be the honored guests of NASSP and Virco Inc. at the annual NASSP Convention in Las Vegas, NV, February 23–25, 2007. Travel, hotel, and Convention registration will be paid for by NASSP with funding from 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 or professional development).

Assistant Principal of the Year Application

Please use a typewriter or computer to complete this application using an easy-to-read font no smaller than 11 points.
You may download this application at www.principals.org/awards or www.virco.com.

Applicant's name _____ / _____ / _____ / _____
Title _____ First _____ M.I. _____ Last _____

NASSP Membership # _____ Job Title _____

School Name _____

____ / _____ / _____
State Zip County

Phone (____) _____ Fax (____) _____

E-mail Address _____

School Demographics

Enrollment _____ Grades _____

Check one: Urban Suburban Rural Number of assistant principals _____

_____ % of students in your school classified as special education students

_____ % of students in your school classified as ESL or limited-English students

% Students on free/reduced lunches

Approximate racial/ethnic composition of the students in your school (to total 100%)

% American Indian or Alaska Native % Native Hawaiian or Other Pacific Islander

% Asian % White

% Black or African American % Other (Specify) _____

% Hispanic or Latino

School District

Superintendent's Name _____

District Name _____

District Address _____ / _____ / _____ / _____
 Street City State Zip

Education

<u>Degree Earned</u>	<u>Date</u>	<u>College/University</u>	<u>Location</u>

Professional Experience

Total Years in Education _____ Total Years of AP Experience _____

List Chronologically:

<u>Position</u>	<u>School</u>	<u>Subject Taught</u>	<u>School System</u>	<u>Dates</u>

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 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>

Essay Questions

Please respond to the following essay questions on separate sheets of paper and staple to the completed application. Answers must be double-spaced and confined to one side of two 8½" 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 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 the measures provided. Please cite specific examples.

Personalization

Using the selection criteria as a guide, describe in detail how you have demonstrated success in 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 in 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 state assistant principals of the year. NASSP, through funding provided from Virco Inc., is responsible for Forum costs, hotel accommodations, 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 Las Vegas, Nevada, February 23–25, 2007 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 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

Sponsored by:



Equipment for Educators





After getting started more than 56 years ago in southern California with a single customer, Virco Inc. has become the United States' leading furniture manufacturer for the K–12 market. The company's extensive product selection includes the best-selling, 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. 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.

Celebrating 90 years of excellence in school leadership, NASSP is the preeminent organization and the national voice for middle level and high school principals, assistant principals, and aspiring school leaders. NASSP 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™, the National Junior Honor Society™, and the National Association of Student Councils™. For more information, visit www.principals.org.