



**2006 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

“School leadership makes a difference in education. Dedicated leadership combined with high standards, accountability, and resources equals results for all children. Efforts like the Virco Inc. and NASSP partnership to recognize outstanding assistant principals highlight the crucial importance of school leadership in the lives of young people.”

—**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 achievements and contribute to their professional development.”

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

“NASSP, along with our partner, Virco Inc., are pleased to celebrate another exemplary group of assistant principals. Too often assistant principals are not recognized for the expertise they provide and the challenging work they do daily to ensure that our nation’s students receive a high-quality education. We look forward to once again acknowledging these outstanding individuals.”

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

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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. In 2003, the U.S. 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. For more information, visit our Web site, www.principals.org.

Official Application
**NASSP 2006 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
- 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 2006 program, applicants in all states except Idaho must return the completed application (typed) and letters of recommendation to their state association by October 3, 2005. To request your state association's contact information, please call 800-253-7746, ext. 308 or ext. 238.

Deadline Exception: Idaho August 26, 2005

Selection is made by the administrator association of each state, the District of Columbia, and the Department of Defense Education Activity by December 1, 2005. Each state association determines its own selection schedule. Winners are selected from the 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 3, 2005	All applications for the 2006 program due at state affiliate offices
October–December 2005	States announce their winners as selections are made
January 2006	National Assistant Principal of the Year finalists announced
March 17, 2006	Finalists interviewed at NASSP Convention for national award consideration
March 18, 2006	Announcement and presentation of national award by Virco Inc. at NASSP Convention
April 29, 2006	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, 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 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 the close of business on October 3, 2005, 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
- Business/community/government leader

Each letter 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 first-hand knowledge of the candidate's demonstrated excellence in a particular area. As such, 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 10 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. 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 educational associations. Their decision is based on the written applications and recommendations.

A different panel of judges selects the National Assistant Principal of the Year from the group of finalists. The panel interviews each of the finalists 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 honorees 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 2006. This event will salute assistant principals and provide them with an opportunity 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 New Orleans, LA, on March 17–19, 2006. 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.

Assistant Principal of the Year Application

Applicant's name _____ / _____ / _____ / _____
(Dr., Mr., Mrs., Ms.) First M.I. Last

Job Title _____

School Name _____

School Address _____ / _____ / _____ / _____
Street City State Zip

Phone (____) _____ Fax (____) _____

Home Address _____ / _____ / _____ / _____
Street City State Zip

Home Phone (____) _____

Education

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

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>
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_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Current School

Superintendent's Name _____

District Name/Address _____
Name Street

District Address _____ / _____ / _____ / _____
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"/> American Indian, Alaskan Native | <input type="checkbox"/> Native Hawaiian, Pacific Islander |
| <input type="checkbox"/> Asian American (country of family's origin)
_____ | <input type="checkbox"/> Puerto Rican |
| <input type="checkbox"/> Asian, including from Indian
subcontinent (country of family's origin)
_____ | <input type="checkbox"/> White, Caucasian |
| | <input type="checkbox"/> Other (Specify)
_____ |

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>

Please respond to the following essay questions on 3 separate sheets of paper and staple to application. You must confine each answer to one side of an 8½" x 11" sheet of paper (225–250 words), using 1" margins. Use an easy-to-read font at no smaller than 10 points.

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