

# **NATIONAL OUTSTANDING ASSISTANT PRINCIPAL OF THE YEAR AWARD PROGRAM**

A Program to Honor Assistant Principals in  
Elementary and Middle Level School Leadership

**2013-2014 Application**



**The National Association of Elementary School Principals Foundation**

## **~ PROGRAM BACKGROUND ~**

The National Association of Elementary School Principals is committed to preparing assistant principals to step into the principal role. Recognition for the exceptional leadership of the men and women who are responsible for the day-to-day operations of PreK-8 schools instills pride in their accomplishments and reinforces their leadership in helping children develop a lifelong love of learning.

In addition to honoring assistant principals and their leadership, NAESP wishes to share their success by showcasing their best practices in a document for other assistant principals to utilize. A publication entitled "Top Tips for Assistant Principals" will be disseminated to all NAESP members either in print or electronic format. This practical document will be designed to represent the voices of assistant principals who have exemplified unique leadership in their schools. It will include all areas of discipline, success stories, tools, and practical solutions.

## **~ CRITERIA ~**

- Applicant must be a member of the National Association of Elementary School Principals at the time of nomination.
- Applicant must be an active assistant principal at the time of nomination.
- Applicant must be an active assistant principal for at least two years.
- Applicant's school must be committed to excellence through programs designed to meet the academic and social needs of all students.
- Applicant's school must have firmly established community ties with parents and local business organizations.
- Applicant must be respected by students, colleagues, parents, and the community at-large.
- Applicant shows strong educational leadership by setting high expectations for school staff and students.
- Applicant must exhibit exceptional leadership in a particular school program and/or is heavily involved in finding a solution to a problem faced by the school.

## ~ PROCESS ~

Public school elementary and middle-level assistant principals apply for the award via their state association. It is anticipated that each state will honor its State Assistant Principal of the Year at the annual state conference or some other state event. In order to assist in this process, NAESP will provide a small honorarium to each state. NAESP will also prepare a Certificate to be presented to each state's nominee.

The 2013-2014 program will begin September 1, 2013, and be completed by June 30, 2014. To be eligible for this program, applicants must complete the NAESP application and return it to their state affiliate in a timeline established by the state affiliate. Awardees could be announced whenever the process is completed and NAESP will send the certificate at that time. **All selected awardees must submit a labeled professional, digital, photograph (a "headshot" with a plain, color background) at 300 dpi to state affiliates once he/she is named.** A roster of 2013-2014 award winners will be featured on the NAESP Web site.



The National Association of Elementary School Principals (NAESP) Foundation, founded 1982, is operated as the tax-exempt, charitable arm of the National Association of Elementary School Principals — a professional association serving more than 30,000 administrators and other educators in the United States and overseas since 1921.

The National Association of Elementary School Principals (NAESP), founded in 1921, is a professional organization serving elementary and middle school principals and other education leaders throughout the United States, Canada, and overseas. As a national organization, NAESP operates through a network of affiliated associations in every state, the District of Columbia, Canada, and overseas. For more information, visit [www.NAESP.org](http://www.NAESP.org).

# NATIONAL OUTSTANDING ASSISTANT PRINCIPAL OF THE YEAR AWARD PROGRAM

## Application Form

Please type, word process, or print clearly)

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**Name** Prefix First Middle Initial Last Suffix

### ~ Contact Information - Home ~

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**Home Address** Street City State Zip Country

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**Home Phone** (Include Area Code)

**Home E-Mail**

### ~ Contact Information - School ~

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**School Name**

---

**School Address** Street City State Zip Country

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**School Phone** (Include Area Code)

**School E-Mail**

### ~ Professional Information ~

**Professional Experience** (List by most recent, excluding current position/school)

Position	Name and Location of School	Dates
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Total Number of Years as an Assistant Principal** \_\_\_\_\_ **Total Number of Years in Current Position/School** \_\_\_\_\_

**Professional Preparation** (List by most recent)

Degree	Name and Location of Institution	Dates
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Name \_\_\_\_\_

**~ School Information ~**

**School's Grade Configuration** (check one)

- Elementary School Applicant- School's Grade Configuration \_\_\_\_\_  
(Must include either pre-K, K, 1, 2, 3, or 4 though older students may attend as well)
- Middle School Applicant – School's Grade Configuration \_\_\_\_\_  
(May NOT include pre-K, K, 1, 2)

**School Enrollment** \_\_\_\_\_

**Students Receiving Free/Reduced-Price Meals** \_\_\_\_\_ %

**Ethnic/Racial Composition**

\_\_\_\_\_ % American Indian/Alaskan Native  
\_\_\_\_\_ % Asian  
\_\_\_\_\_ % African American/Black  
\_\_\_\_\_ % Hispanic/Latino  
\_\_\_\_\_ % Native Hawaiian/Pacific Islander  
\_\_\_\_\_ % Caucasian/White

**~ State and District Information ~**

\_\_\_\_\_  
**State or Area Represented**

\_\_\_\_\_  
**School District**

\_\_\_\_\_  
**School Superintendent's Name**

\_\_\_\_\_  
**District Phone** (including area code)

\_\_\_\_\_  
**School Superintendent's Address**

\_\_\_\_\_  
**School Superintendent's E-Mail**

**School Setting:** (check one)     Urban     Suburban     Small Town     Rural

**~ PROFESSIONAL ACTIVITIES, AWARDS, and HONORS ~**

<b>Name of Professional Association/Organization</b>	<b>Offices Held / Awards Received</b>	<b>Dates</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**~ SERVICE TO THE COMMUNITY ~**

<b>Name of Community Association/Organization</b>	<b>Offices Held / Awards Received</b>	<b>Dates</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**~ TWO MOST SIGNIFICANT ACCOMPLISHMENTS AS AN ASSISTANT PRINCIPAL ~**

- 1) \_\_\_\_\_  
\_\_\_\_\_
- 2) \_\_\_\_\_  
\_\_\_\_\_
- 3) \_\_\_\_\_  
\_\_\_\_\_

~ Best Practices ~

**TWO EXAMPLES OF BEST PRACTICES WHICH MAY BE INCLUDED IN THE NAESP “TIPS FOR ASSISTANT PRINCIPALS” PUBLICATION. (Responses do not have to be limited to the space provided but should be no more than 500 words each.)**

1) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name \_\_\_\_\_

To Be Completed by Applicant

**~ SCHOOL LEADERSHIP STATEMENTS ~**

Please answer the following questions that qualify you to represent your state or organization as its National Outstanding Assistant Principal.

Please use at least 10 pt. type and limit each response to a maximum of 300 words. Answer each question on a separate 8 ½ x 11" sheet of plain paper. Please include your name in the upper right hand corner of each page.

**1. What specific impact have you made on student success as an assistant principal?  
How do you monitor, track and sustain progress at your school?**

**2. What legacy will you leave at your current school?**



TO BE COMPLETED BY APPLICANT'S REFERENCE

## APPLICANT'S REFERENCE FORM

### ~ Letters of Reference ~

Name of Applicant: \_\_\_\_\_

Each applicant is asked to secure two letters of reference, one from the applicant's supervisor and one selected from the following persons: **superintendent, a fellow administrator, a teacher currently serving on the applicant's staff, or a parent/civic/community leader.** Each letter of reference should include a copy of this form.

#### To the Applicant's Reference:

The National Outstanding Assistant Principal (NOAP) selection committee appreciates your help in assessing this applicant's skills and knowledge in the area of school leadership. Please base your comments on the applicant's professional performance. Limit your comments to one 8 ½ x 11" page, using at least 10 pt. type. Please seal your completed reference letter in an envelope, place your signature over the seal, and return it to the applicant. If you prefer, your letter of reference may be mailed directly to the applicant's state affiliate or the organization that he/she represents.

**This letter of reference is from** (please check one):

**the applicant's supervisor**

**a fellow administrator**

**a teacher**

**a parent/civic/community member**

**Please print or type.**

\_\_\_\_\_  
Printed Name of Reference

\_\_\_\_\_  
Title

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Country if not USA

\_\_\_\_\_  
Phone (including area code)

\_\_\_\_\_  
E-Mail Address

\_\_\_\_\_  
Signature of Reference

\_\_\_\_\_  
Date

*The National Outstanding Assistant Principals program does not discriminate on the basis of race, color, creed, ethnicity, age, religion, county of origin, or sexual orientation.*

TO BE COMPLETED BY APPLICANT

**NATIONAL OUTSTANDING ASSISTANT PRINCIPAL OF THE YEAR  
AWARD PROGRAM**

**APPLICANT'S AFFIRMATION STATEMENT**

I do hereby affirm that I plan on remaining in a position of school leadership during the 2013-2014 school year and I am a member of NAESP.

I do further affirm that the information included in this application packet is a fair and true representation of the facts of my professional career.

I do hereby grant my permission for any or all of the enclosed materials (but excluding my home address, home and/or cell phone number, and home e-mail address) to be shared with persons and organizations interested in promoting the National Outstanding Assistant Principal of the Year Award Program and its honorees.

PRINTED NAME OF APPLICANT: \_\_\_\_\_

APPLICANT'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

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