

# Good Principals

*help students set goals...*

# Great Principals

*inspire students to achieve them.*



**MetLife/NASSP State Principal of the Year 2008 and National Principal of the Year 2009  
for Middle Level and High School**

## Official Application

*Sponsored by*

**MetLife®**



NATIONAL ASSOCIATION  
OF SECONDARY SCHOOL  
**PRINCIPALS**

in association with the U.S. Department of Education

“If there’s one thing I’ve learned in my travels, it’s that behind every great school, you’ll find a great principal. Now that *No Child Left Behind* is shining a bright light on student achievement, we have a clearer picture of just how much we need strong principals—principals who can empower teachers, engage parents, and ensure that every single one of their students gets the education they deserve. In an increasingly competitive global community, preparation for college and the workforce depends on strong and innovative leadership in our nation’s schools. 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*

“The NASSP/MetLife Principal of the Year Program is a celebration of the Principals whose accomplishments reflect their essential role in developing and preparing children today for a fulfilling life and career in the future. At MetLife, we are honored to continue our co-sponsorship of the Principal of the Year Program with NASSP.”

—Thomas G. Hogan Jr.  
*Head of MetLife Resources*

“NASSP and our partner MetLife are proud to recognize our nation’s outstanding secondary school principals. We know that the key to a school’s success lies with its leadership. The 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*

## **MetLife/NASSP State Principal of the Year 2008 and National Principal of the Year 2009 for Middle Level and High School**

The State and National Principal of the Year Awards programs annually recognize outstanding secondary school leaders who have succeeded in providing high-quality learning opportunities for students. These principals are acknowledged by their peers for the exemplary contributions they have made to the profession. The programs honor secondary school principals who have demonstrated excellence in the areas addressed by the selection criteria. The following selection criteria reflect the themes as outlined in *Breaking Ranks II* and *Breaking Ranks in the Middle*.

### **Selection Criteria**

#### **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
- Teaches, coaches, and supports the development of potential and current school leaders
- Maintains an instructional focus while managing administrative tasks
- Uses effective problem-solving techniques

#### **Curriculum, Instruction, and Assessment**

- Improves teaching and learning by implementing programs and improvement efforts for student achievement
- Observes, supervises, and evaluates teachers and instructional programs to maximize the learning opportunities both for every teacher and for every student
- Analyzes multiple sources of data to improve instructional practices and outcomes for student achievement
- 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**

- Establishes and maintains a positive school climate that reflects high student and staff morale
- Interacts professionally and tactfully with others
- Creates structures that enable teachers to develop an appreciation for each student's abilities
- Acknowledges achievement or accomplishments of students, teachers, and school community members
- Communicates effectively orally and in writing
- Models values, beliefs, and attitudes that inspire others to higher levels of performance
- Develops and maintains dialogue with representatives of diverse community groups

**All applications must be received at the state affiliate association by close of business Thursday, January 10, 2008.**

Each state affiliate selects its winners from among those applications. Each state determines its own selection schedule and announcement date.

The national principals of the year (one middle level and one high school) will be selected from the state middle level and high school honorees and will be announced in September 2008.

Application forms may be downloaded from the NASSP Web site: [www.principals.org/awards](http://www.principals.org/awards).

### **Important Dates**

January 10, 2008 .....	Deadline for applications to state affiliate offices
As selections are made .....	State principals of the year announced in respective states
August 2008 .....	National Principal of the Year finalists announced
September 2008 .....	2009 National Principals of the Year announced
October 24-26, 2008 .....	State and National Principal's Institute and Awards Banquet in Washington, D.C.
February 27-March 1, 2009 .....	Two National Principals of the Year and four finalists attend NASSP Convention in San Diego, CA as honored guests.

## Eligibility

Any principal, headmaster, or leader of a public or private middle level or high school, from the 50 states, the District of Columbia, the Department of Defense Education Activity and the U.S. Department of State, Office of Overseas Schools, is eligible to be a state and national principal of the year candidate. Middle level and high schools are defined as those containing some portion of grade 6 through 12.

**Colleagues, students, and members of the community are encouraged to nominate a principal by urging him or her to complete this application.** Candidates may, however, nominate themselves.

All applicants must have served as a principal at one or more middle level or high schools for three years or longer.

All candidates must complete the State/National Principal of the Year Application.

Each candidate must be a principal or headmaster and member of NASSP and his or her state affiliate association at the time of selection as state principal of the year. For national finalists, these conditions must also be met at the time of the national principal of the year interviews in August and throughout the year of his or her term.

This program is designed to recognize the outstanding leadership of active, front-line principals. It is not designed to recognize service at retirement or to reward current state or national leaders. NASSP must be notified immediately of any change in principalship status. Failure to notify NASSP could jeopardize a candidate's eligibility for the national award.

Applications from one year will carry over for two consecutive years however; applicants will be required to submit current letters of recommendation. Previous state and national winners are eligible to reapply for the award after a period of five years.

Current members and family members of the NASSP Board of Directors are ineligible.

## Procedures

Candidates must complete the application fully. 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 January 10, 2008. If you have questions regarding the application form or process, please call 800-253-7746, ext. 238.

## Letters of Recommendation

All applicants are required to submit a total of four letters of recommendation, in original form, one from each of the following:

- Immediate supervisor, or current superintendent, on district letterhead
- Fellow principal (at either level— middle or high school)
- Teacher from principal's current staff
- Student, parent, or business/community/governmental 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 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. NASSP will not release letters of recommendation without express authorization from authors of letters.

## Judging

A panel will be organized in each state to select the state principals of the year from the applications submitted to the state office. The finalists for National Principal of the Year will be selected from among the State Principals of the Year by a judging panel composed of national leaders in education, leaders of education-related business, and staff members of national educational associations. The panel's decision is based on the written applications and the letters of recommendation. This distinguished panel of judges interviews national finalists and selects two national winners—one middle level and one high school principal.

## State Recognition and National Principals' Institute for State Honorees

Each state principal of the year will be recognized and honored by his or her state association. The nature of the recognition and honors vary from state to state.

NASSP and MetLife will honor all State Principals of the Year at the Principals' Institute. This event salutes principals and provides a forum for them to share their experience and expertise with one another as well as with national leaders in education.

## National Awards

Six national finalists for the 2009 award will be selected from the 2008 State Principals of the Year. The 2009 MetLife/NASSP National Principals of the Year (one middle level and one high school) will be selected from among the finalists and will receive a \$5,000 grant. The grants may only be used to improve learning at the school (e.g., a special school project and/or professional development opportunities). The four finalists will receive a \$1,500 grant. The national honorees and finalists will be the honored guests at the NASSP Convention in San Diego, February 27-March 1, 2009.

# MetLife/NASSP State Principal of the Year 2008 and National Principal of the Year 2009 Official Application

## To be completed by the nominee:

Please use a typewriter or computer to complete this application. Use an easy-to-read font that is no smaller than 11 points. You may download this form suitable for completion on a computer from [www.principals.org/awards](http://www.principals.org/awards). If you recreate the application, use no more space than what is allocated on this printed form for your responses.

**Check one:**       **Middle Level**                       **High School**

**Please check all that apply.** I heard about the MetLife/NASSP Principal of the Year program from:

- NASSP                       MetLife                       State affiliate office                       Friend  
 Another principal                       Other \_\_\_\_\_

Name \_\_\_\_\_  
(Title)                      First                      M.I.                      Last

NASSP Membership # \_\_\_\_\_

Job title \_\_\_\_\_ (eg., principal, headmaster)

School Name \_\_\_\_\_

School address \_\_\_\_\_  
Street                      City                      State                      Zip

School phone (\_\_\_\_\_) \_\_\_\_\_ School fax (\_\_\_\_\_) \_\_\_\_\_

E-mail address \_\_\_\_\_

Home address \_\_\_\_\_  
Street                      City                      State                      Zip

Home phone (\_\_\_\_\_) \_\_\_\_\_

## School Demographics

Grades \_\_\_\_\_

My school is (check one):     Urban                       Suburban                       Rural

\_\_\_\_\_ Total enrollment in your school  
\_\_\_\_\_ % of students in your school classified as special education students  
\_\_\_\_\_ % of students in your school classified as ESL or limited English proficient students  
\_\_\_\_\_ % of students who receive free and reduced price meals

### Racial/ethnic composition of the students

\_\_\_\_\_ % American Indian or Alaska Native  
\_\_\_\_\_ % Asian  
\_\_\_\_\_ % Black or African American  
\_\_\_\_\_ % Hispanic or Latino  
\_\_\_\_\_ % Native Hawaiian or Other Pacific Islander  
\_\_\_\_\_ % White

**100% Total**

**School District**

School district name \_\_\_\_\_

School superintendent \_\_\_\_\_  
Name E-mail address

Name of the assistant to superintendent \_\_\_\_\_  
Name E-mail address

School district address \_\_\_\_\_  
Street City State Zip

School district phone (\_\_\_\_) \_\_\_\_\_ School district fax (\_\_\_\_) \_\_\_\_\_

**Professional Preparation/Education**

**Education**

Institution	Dates of attendance	Degrees (no abbreviations)

**Professional experience** *(Please limit to past 10 years using the most relevant positions.)*

Position	School	School system	Dates

Total number of years as a principal \_\_\_\_\_

Total number of years as a school administrator (including assistant/vice principal, central office, etc.) \_\_\_\_\_

Total number of years as principal in current school \_\_\_\_\_

## Professional Growth

Please list a maximum of five examples in each area. List examples most pertinent and relevant to your professional growth. If you recreate the application, use no more space than what is allocated on this printed form for your responses.

**1. Membership and offices in professional organizations**

**Dates**

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**2. Community leadership: membership, offices, and activities**

**Dates**

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**3. Awards and honors**

**Dates**

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**4. Publications, articles, and presentations**

**Dates**

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**5. Professional development activities**

**Dates**

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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 8½" x 11" sheets of paper (using 1" margins). Use font Times New Roman, point size 11.

### **Collaborative Leadership**

What programs or strategies have you implemented in your school that demonstrate success in three or more of the measures provided? How did you measure success? (Please provide data to support current and previous success levels.)

### **Curriculum, Instruction, and Assessment**

How have you used the curriculum, assessment, and instruction concepts in *Breaking Ranks II*, *Breaking Ranks in the Middle*, or *Turning Points 2000* to improve teaching and learning in your school? What are the academic outcomes from implementing these concepts? (Describe in detail how you have demonstrated success in three or more of the measures provided.)

### **Personalization**

What have you done as a leader to personalize the learning environment for students at your school? How did personalization affect student outcomes? (Please cite data such as improved academic outcomes, reduced disciplinary referrals, etc. and describe how you have demonstrated success in three or more of the measures provided.)

I have read and understand the rules outlined in this application. I agree to abide by these rules, and I grant NASSP and MetLife 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.

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Signature

Date



# PRINCIPAL'S CERTIFICATION FORM

(Must Be Completed by District Superintendent)

The purpose of this form is to advise the principal's superintendent that he or she has been nominated to be a MetLife/NASSP State Principal of the Year. It also indicates that the superintendent understands the following obligations, opportunities, and responsibilities inherent in acceptance of the award.

- The state principals of the year from each state will participate in the special Principals' Institute to honor state principals of the year. NASSP, in a corporate partnership with MetLife, is responsible for Institute costs, hotel accommodations, and most meals during Institute hours. NASSP is not responsible for travel expenses for state winners. Travel and incidental expenses for state winners are the responsibility of the state 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 principal will be the responsibility of the state principal of the year.
- The 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 principal of the year may generate occasional opportunities for speaking engagements at the state level, as well as requests to visit the principal's school.
- Finalists for the national principal of the year will be flown to Washington, D.C., for interviews in August 2008. Expenses for the principal, excluding incidentals, will be paid for by NASSP with funding by MetLife.
- Two National Principals of the Year and four finalists will attend the Annual NASSP Convention in San Diego, California, February 27-March 1, 2009, and will be recognized at a general session. Convention registration; hotel accommodations, excluding incidentals; and travel will be paid for by NASSP with funding by MetLife.

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

as the MetLife/NASSP State Principal of the Year representing \_\_\_\_\_  
State

Superintendent name (please print) \_\_\_\_\_

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 Principal's Certification Form

MetLife Resources, a division of MetLife, provides retirement plans and other financial services to healthcare, education, and not-for-profit organizations. MetLife, a subsidiary of MetLife Inc. (NYSE: MET) is a leading provider of insurance and other financial services to millions of individual and institutional customers throughout the United States. Through its subsidiaries and affiliates, MetLife Inc. offers life insurance, annuities, automobile and homeowner's insurance, and retail banking services to individuals, as well as group insurance, reinsurance, and retirement and savings products and services to corporations and other institutions. Outside the U.S., the MetLife companies have direct insurance operations in Asia Pacific, Latin America, and Europe. For more information, please visit [www.metlife.com](http://www.metlife.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 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 or website at [www.principals.org](http://www.principals.org)