

THE CONNECTICUT ASSOCIATION OF SCHOOLS

• *Serving Schools and Principals* •

Do you know an outstanding elementary school principal?

The Connecticut Association of Schools (CAS) is actively soliciting nominations for **Connecticut's National Distinguished Principal Award for 2007**. The program is designed to recognize outstanding elementary school principals who have demonstrated extraordinary leadership, a passion for educational excellence, a commitment to their students and staff, and service to their communities.

If you feel that an elementary principal in your system is eligible for this honor (see criteria below), please complete a nomination form and return it over the superintendent's signature **NO LATER THAN JANUARY 8, 2007**. **Please include two one-page letters of recommendation and a copy of the nominee's resumé with the nomination form.** (*NOTE: Only two letters of recommendation will be accepted. Nominations with more than two letters will be returned.*)

The letters of recommendation should be written with a mind to the selection criteria listed below. These letters should be of not more than one page each and should outline how the principal's leadership has created an effective learning community affecting staff morale, community support and student interest and achievement. Please note that one of the letters should be from a school administrator or a faculty member. The second letter may come from a faculty member, a parent or a community representative. **Please remember to attach a brief copy of your nominee's resumé to the nomination form.** (The nomination form can be downloaded from the CAS website at http://www.casciac.org/pdfs/ndp_nom_form_07.pdf)

Finalists will be chosen from the pool of nominees by the CAS National Distinguished Principal Selection Committee. The finalists will be asked to complete an award application packet and to submit a portfolio. The applications/portfolios will be due at CAS on March 2, 2007. The committee will select the state honoree after reviewing the finalists' applications/ portfolios and visiting their respective schools.

All nominees must be members of CAS and have at least five years of experience as a school principal. The individual selected for the award must be an active principal in Connecticut during the year in which he or she will receive the award.

Please contact Karen Packtor (kpactor@casciac.org or 203-250-1111, x. 3010) if you have any questions.

CRITERIA FOR SELECTION

The selected principal must:

- be an active principal of a school in which a commitment is clearly evident through programs designed to meet the academic and social needs of all students, and through firmly established community ties with parents and local business organizations;
- have been an active principal for at least five years;
- be an active principal during the year in which he/she will receive the award or be in a position that provides supervision or leadership to principals;
- show a strong commitment to the principalship through active membership in professional associations;
- be respected by students, colleagues, parents, and the community at large;
- assume an active role in his/her community, distinguishing himself/herself as a leader in civic, religious, or humanitarian activities;
- show strong educational leadership by setting high expectations for school staff and students;
- maintain an orderly, purposeful learning environment.

Evidence of outstanding contributions to the well-being of the educational community include:

- ways in which the principal's leadership has benefitted curriculum, staff morale, community support, student interest, and the learning environment;
- increased or consistently high levels of student achievement as demonstrated on the state-wide assessment instrument;
- ways in which the principal provides creative leadership to inspire teachers and others to achieve and contribute to the school environment;
- examples of service or achievements above and beyond what is expected in the usual school program; and
- ways in which others have acknowledged the principal as a force for positive change.



NATIONAL DISTINGUISHED PRINCIPALS PROGRAM
A Program to Recognize Excellence in School leadership



NOMINATION FORM

Nominee's Name _____

Nominee's School _____ Grade Configuration _____

Address _____

Phone _____ Fax _____ E-mail _____

School Type ___ Urban ___ Suburban ___ Rural School Enrollment _____

Total Number of Years as a Principal _____

Nominator's Name/Address/Phone/Email _____

Relationship to Nominee _____

Please read requirements for official application carefully:

Award Criteria

The nominee:

- is an active principal of a school in which a commitment to excellence is clearly evident;
- has been an active principal for at least **five** years;
- **will be an active principal during the year in which he/she will receive the award;**
- is an active member of professional associations; and
- shows evidence of increased or consistently high levels of student achievement as demonstrated on the state-wide assessment instrument;

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The United States
Department of Education and
The National Association of
Elementary School Principals
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 Nominator's Signature _____
 Date

 Superintendent's Signature _____
 Date

Thank you for your nomination!

Please send this form with the nominee's resumé (brief) and two one-page letters of recommendation (NO additional letters will be accepted) to:

Connecticut Association of Schools
National Distinguished Principal Award Committee
 30 Realty Drive
 Cheshire, CT 06410

NOTE: All nomination materials must arrive at the CAS office by 5:00 p.m. on January 8, 2007