

THE CONNECTICUT ASSOCIATION OF SCHOOLS

• *Serving Schools and Principals* •

QUESTION: DO YOU KNOW AN OUTSTANDING ELEMENTARY PRINCIPAL?

If your answer is “YES,” why not nominate him or her for the National Distinguished Principal Award?

The Connecticut Association of Elementary School Principals (CAESP) is actively soliciting nominations for Connecticut’s National Distinguished Principal Award for 2005. The program designed to recognize outstanding principals whose contributions to the profession are exemplary and acknowledged by their peers. The program honors principals who have exhibited extraordinary leadership, commitment to their students and staff, service to their communities, and contribution to the overall profession, including their professional associations.

If you feel that an elementary principal in your system is eligible for this honor (see criteria below), please complete the attached form and return it over the superintendent’s signature **NO LATER THAN December 10, 2004**. **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 feel free to ask your nominee for suggestions and **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.pdf)

Finalists will be chosen from the nominees by the CAS National Distinguished Principal Selection Committee and they will be asked to complete an award application packet. This application will be due at CAS on February 11, 2005. The CAS National Distinguished Principal Award Committee will select the state honoree after a review of the finalists’ applications and school visits.

All nominees must be members of CAS and have 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;
- 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;
- 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;
- ways in which others have acknowledged the principal as a force for positive change.

**NOMINATION
FOR
CT's NATIONAL DISTINGUISHED PRINCIPAL AWARD 2005**

Nominee _____ Position _____

School _____ District _____

Address _____ Zip _____ Phone _____

Nominator _____ Position _____

District _____ Phone _____

Nominator _____ Position _____

District _____ Phone _____

PROFESSIONAL EXPERIENCE AS PRINCIPAL

<u>Position</u>	<u>School</u>	<u>District</u>	<u>Dates</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

As superintendent of schools, I endorse the above nomination.

Signature

Date

**Thank you for your nomination!
Please send this form with the nominee's résumé (brief) and two one-page letters of
recommendation (NO additional letters will be accepted)
by December 10, 2004 to:**

**Connecticut Association of Schools
National Distinguished Principal Award Committee
c/o Karen Packtor
30 Realty Drive
Cheshire, CT 06410**