

GOOD PRINCIPALS HELP STUDENTS SET GOALS...  
GREAT PRINCIPALS INSPIRE MIDDLE AND HIGH SCHOOL STUDENTS TO ACHIEVE THEM.



**2009 State Principal of the Year**  
Official Application

Sponsored by

**MetLife**<sup>®</sup>

NATIONAL ASSOCIATION  
OF SECONDARY SCHOOL  
**PRINCIPALS**

In association with the U.S. Department of Education



“TO SAY THAT A PRINCIPAL’S JOB IS HARD WOULD BE A HUGE UNDERSTATEMENT. PARENTS, TEACHERS, AND COMMUNITIES ACROSS AMERICA RELY UPON PRINCIPALS TO MAKE TOUGH CHOICES EVERY DAY THAT WILL BENEFIT STUDENTS AND HELP THEM ACHIEVE THEIR POTENTIAL. NO CHILD LEFT BEHIND HAS HELPED EMPOWER STRONG SCHOOL LEADERS LIKE PRINCIPALS TO CREATE POSITIVE CHANGE, INSIST ON HIGH ACADEMIC ACHIEVEMENT FOR ALL STUDENTS, AND TACKLE STUBBORN ACHIEVEMENT GAPS THAT HAVE EXISTED FOR TOO LONG. THE COURAGE AND HARD WORK OF PRINCIPALS IS HELPING TO ENSURE THAT ALL STUDENTS WILL PERFORM ON GRADE LEVEL OR BETTER BY 2014.”

—**Secretary Margaret Spellings**  
U.S. Department of Education

“THE NASSP/METLIFE NATIONAL 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 COSPONSORSHIP OF THE NATIONAL 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 National Principal of the Year 2010 for Middle Level and High School**

The MetLife/NASSP National Principal of the Year award program annually recognizes outstanding 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 program honors 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
- Utilizes available technology tools for school management and operation, fostering collaboration and communication to effectively solve problems within the school community

#### **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 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
- Leads in the use of available technology for management and delivery of instruction as well as the advancement of learning, invention, and creativity

#### **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
- Leads in the use of available technology to meet the unique learning needs of each student

## Important Dates

Selection of state honorees is made by the administrator association of each state, the District of Columbia, and the Department of Defense Education Activity. State winners are selected from applications submitted to the state associations.

Each state association determines its own selection schedule and announcement date. **Each applicant must contact his or her state association to inquire about its deadline.** A complete list of state affiliates may be found on the NASSP Web site at [www.principals.org/states](http://www.principals.org/states) or by calling 800-253-7746, ext. 308.

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 2009.

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

As determined by states.....	Deadline for applications to state affiliate offices (States announce their winners as selections are made.)
August 2009.....	National Principal of the Year finalists announced
September 2009.....	2010 National Principals of the Year announced
October 16–18, 2009.....	State and National Principal’s Institute and Awards Banquet in Washington, D.C.
March 12–14, 2010.....	Both National Principals of the Year and four finalists attend NASSP Convention in Phoenix as honored guests.

## 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. The form may be downloaded from [www.principals.org/awards](http://www.principals.org/awards). 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 form that is generated must be identical to the official application.

If you have questions regarding the application form or process, please call 800-253-7746, ext. 308.

## 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, or 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 grades 6 through 12.

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 MetLife/NASSP 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 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 recognition of service at retirement or a program 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.

National applications from one year may be carried 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.

## **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 or assistant principal (at either level—middle or high school)
- Teacher from principal's current staff
- Student, parent, or 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 firsthand 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.

## **National Judging**

Finalists for national principal of the year will be selected from among eligible state principals of the year by a judging panel composed of national leaders in education, leaders of businesses related to education, and staff members of national educational associations. The panel's decision will be based on the written applications and the letters of recommendation. This distinguished panel of judges will interview national finalists and selects two national winners one middle level and one high school principal.

## **State Recognition and Annual Principal's 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 Principal's Institute. This event salutes principals and serves as a forum for them to share their experience and expertise with each other as well as with national leaders in education.

## **National Awards**

Six national finalists for the 2010 award will be selected from eligible state principals of the year. The 2010 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 four finalists each receive a \$1,500 grant. The grants may only be used to improve learning at the school (e.g., a special school project or professional development opportunities). The national honorees and finalists will be honored guests at the NASSP Convention in Phoenix, AZ, March 12–14, 2010.

# MetLife/NASSP National Principal of the Year 2010 for Middle Level and High School 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 recreating the application, use no more space for your responses than is allocated on this printed form and reproduce all directions and questions.

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 students

\_\_\_\_\_ % Students on free/reduced lunches

Racial/ethnic composition of the students in your school

\_\_\_\_\_ % 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)**

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

**Position**

**School**

**School system**

**Dates**

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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

Using the selection criteria as a guide, please respond to the following essay questions on separate sheets of paper and staple to the completed application. Use no more than two sheets of 8½" x 11" paper (printed on one side only) for each answer. Use 1" margins, double-spaced text, and a font that is easy to read and no smaller than 11 points.

### **Collaborative Leadership**

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

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

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

### **Personalization**

What are you doing as a leader to personalize the learning environment for students at your school? How is personalization affecting student outcomes? (Please cite data, such as improved academic outcomes, reduced disciplinary referrals, etc., and describe how you are demonstrating success in three or more of the indicators provided.)

## **Acknowledgment of Terms**

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 the principal has been nominated to be a MetLife/NASSP National 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 will participate in the special Principal's Institute and Awards Banquet to honor state principals of the year. NASSP, in a corporate partnership with MetLife, is responsible for Institute costs, hotel accommodations, and 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 2009. Expenses for the principal, excluding incidentals, will be paid for by NASSP with funding by MetLife.
- Both national principals of the year and four finalists will attend the NASSP Convention in Phoenix, AZ, March 12–14, 2010, 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

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- Review and meet the eligibility requirements
- Complete three essay questions (limited to two pages per question)
- Include the four required letters of recommendation (limited to one page per letter)
- Sign the Acknowledgement of Terms
- Complete the 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. Celebrating 140 years, MetLife is a subsidiary of MetLife, Inc. (NYSE: MET), a leading provider of insurance and financial services with operations throughout the United States and the Latin America, Europe, and Asia Pacific regions. Through its domestic and international subsidiaries and affiliates, MetLife, Inc. reaches more than 70 million customers around the world and is the largest life insurer in the United States (based on life insurance in-force). The MetLife companies offer life insurance, annuities, auto and home insurance, retail banking, and other financial services to individuals, as well as group insurance, reinsurance, and retirement and savings products and services to corporations and other institutions. For more information, please visit [www.metlife.com/mlr](http://www.metlife.com/mlr).

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. The National Honor Society™, National Junior Honor Society™, National Elementary Honor Society™ in cooperation with NAESP, and National Association of Student Councils™ are programs of NASSP. For more information, visit [www.principals.org](http://www.principals.org).



**Official Application**