

Good Principals

help students set goals...

Great Principals

inspire students to achieve them.



**MetLife/NASSP State Principal of the Year 2006 and National Principal of the Year 2007
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

“School leadership makes a difference in education. Dedicated leadership combined with high standards, accountability, and resources equals results for all children. Efforts like the MetLife and NASSP partnership to recognize outstanding principals highlight the crucial importance of school leadership in the lives of young people.”

—Secretary Margaret Spellings
U.S. Department of Education

“MetLife recognizes the integral role that outstanding, quality school leadership plays in educating our children. Principals who foster high-performing school communities and focus—first and foremost—on the needs of tomorrow’s leaders are fundamental to our nation’s future. MetLife Resources is truly proud to cosponsor the MetLife/NASSP Principal of the Year Program with NASSP.”

—Michael K. Farrell
Chief Executive Officer, MetLife Resources

“With the help of our partner, MetLife, NASSP will once again acclaim and celebrate outstanding principals from around the nation. There is no doubt that there is an inextricable link between the principal and school success. The leaders this program honors are a significant force in the effort to improve our nation’s schools.”

—Gerald N. Tirozzi
Executive Director, NASSP

Official Application

MetLife/NASSP State Principal of the Year 2006 and National Principal of the Year 2007 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 outlined in *Breaking Ranks II* and *Breaking Ranks in the Middle* (scheduled for release in March, 2006).

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
- 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 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 the achievement or accomplishment 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 Tuesday, January 10, 2006.

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 2006.

Application forms may be downloaded from the NASSP Web site: www.principals.org/awards. Additional forms may be photocopied from a blank form, completed by an applicant, and submitted as an original.

Schedule

- January 10, 2006 Deadline for applications to state affiliate offices.
- As selections are made State Principals of the Year announced in respective states.
- August 2006 National Principal of the Year finalists announced.
- September 2006 The 2007 National Principals of the Year announced.
- October/November 2006 Principals' Institute held in Washington, DC.
- February 23–25, 2007 Two national principals of the year and four finalists attend the NASSP Convention in Las Vegas, NV, as honored guests.

Eligibility

Any principal, headmaster, or leader of a public or private middle level or high school in 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 grades 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 also 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 a headmaster and a member of NASSP and his or her state affiliate association at the time of selection as state principal of the year and, for national finalists, at the time of interviews (August) for national principal of the year.** This program is designed to recognize the outstanding leadership of active, frontline principals. It is not a recognition 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.**

Applications from one year will carry over for two consecutive years. Prior applicants will be required to submit an addendum to the original application along with 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 10 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, 2006. 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 original letters of recommendation one from each of the following:

- An immediate supervisor or current superintendent, on district letterhead
- A fellow principal (at either level—middle or high school)
- A teacher from principal's current staff
- A 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 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 8 1/2" x 11" sheet of paper, with at least 1" margins and a font size no smaller than 10 points. Letters that exceed one page will not be considered. NASSP will not release letters of recommendation without express authorization from the authors.

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, business leaders related to education, 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 in Washington, DC. 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 2007 award will be selected from the 2006 State Principals of the Year. Four finalists will receive a \$1,500 grant. The 2007 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 national honorees and finalists will be the honored guests of NASSP at the Association's Annual Convention in Las Vegas, NV, February 23–25, 2007.

MetLife/NASSP Principal of the Year Program

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 10 points. You may download this form suitable for completion from www.principals.org/awards. If recreating the application, use no more space than what is allocated on this printed form for your response.

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. () Nickname Last

Nominee's title _____ (e.g., principal, headmaster)

Full name of school _____

School address _____ Street City State Zip

School phone () _____ School fax () _____

E-mail address _____

School Web site _____

Enrollment of school _____ Grades _____

Home address _____ Street City State Zip

Home phone () _____

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 () _____

School Demographics

School community type (check one): Urban or large central city Suburban with urban characteristics
 Suburban Small city or town in a rural area Rural

----- Total # of students 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 receiving free/reduced-price lunch

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

Professional Preparation/Education

Please use a typewriter or computer to complete this portion of the application. Use an easy-to-read font that is no smaller than 10 points. If recreating the application, use no more space than what is allocated on this printed form for your response.

Education

Institution	Dates of attendance	Degrees (no abbreviations)

Professional Experience

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. Use an easy-to-read font that is no smaller than 10 points. If recreating the application, use no more space than what is allocated on this printed form for your response.

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 three separate sheets of paper and staple them to the application. You must confine each answer to one page of an 8 1/2" x 11" sheet of paper (225–250 words) with 1" margins. Use an easy-to-read font that is no smaller than 10 points.

1. What programs or strategies have you implemented in your school that demonstrate collaborative leadership? How did you measure success? (Please provide data to support current and previous levels of success.)
2. How have you used the curriculum, assessment, and instruction concepts in *Breaking Ranks II* or *Turning Points 2000* to improve teaching and learning in your school? What are the academic outcomes from implementing these concepts?
3. What have you done as a leader to personalize the learning environment for students at your school? How did personalization effect student outcomes? (Please cite such data as improved academic outcomes, reduced disciplinary referrals, and so forth.)

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 in whole any information contained in this application and to use my name and likeness for publicity and other promotional purposes related to the program.

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 meals during Institute hours for the principal. 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 the 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, DC, for interviews in August 2006. Expenses for the principal, excluding incidentals, will be paid for by NASSP with funding by MetLife. The state and national principals of the year will be honored during a black-tie dinner in Washington, DC.
- The two national principals of the year and the four finalists will attend the Annual NASSP Convention in Las Vegas, NV, February 23–25, 2007, 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 _____

