

THE CONNECTICUT ASSOCIATION OF SCHOOLS

• *Serving Schools and Principals* •

Do you know an outstanding middle/high school principal?

The Connecticut Association of Schools is soliciting nominations for the CAS Principal of the Year Program for the year 2005. If, after reading the award criteria below, you feel that a principal that you know is eligible for and worthy of this honor, please complete the attached form, or have it completed by someone within the system, and return it **NO LATER THAN November 15, 2004** -- deadline extended to **November 29th!** Your nominee will be informed of this nomination and asked to complete an awards application (this application will be due at CAS by January 10, 2005).

The Principal of the Year Program, sponsored annually by the Connecticut Association of Schools, was established to bring recognition to exemplary school principals and to increase public awareness of the critical role that principals play in the education of our youth. The program recognizes outstanding principals who have succeeded in providing high quality learning opportunities for students. These administrators have demonstrated excellent leadership skills, a commitment to their staff and students, service to their communities, and contributions to the overall profession of educational leadership.

Each year nominations are solicited for a Middle Level and High School Principal of the Year. The winners are chosen by the CAS Awards and Recognition Committee, a selection committee consisting of active and retired principals and assistant principals. The selections will be made in February, 2005. Both the middle and high school honoree will be recognized nationally by NASSP and will represent Connecticut in the competition for National Principal of the Year, sponsored by NASSP and MetLife. (NASSP does not include elementary schools.) Each national finalist receives an award and a \$1,500 grant. The National Principals of the Year receive an award and an additional \$5,000. For additional information on the National Principal of the Year program, visit <http://www.nassp.org/awards/09-01.cfm>.

All candidates must be members of CAS and NASSP and have at least three years experience as a school principal.

The CAS Awards and Recognition Committee reserves the right to reject any and all candidates in a category if they do not fulfill the criteria for the award. In making its decisions, the Awards and Recognition Committee will consider each candidate's professional qualities as outlined in the application, his/her recommendations, and his/her professional contributions to CAS.

Thank you for your attention to this important opportunity to provide state and national recognition to deserving school administrators.

CRITERIA FOR CAS/NASSP PRINCIPAL OF THE YEAR AWARD

Candidates should demonstrate success in the following areas:

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
- Balances management tasks with instructional leadership tasks
- Utilizes effective problem-solving techniques

Curriculum, Instruction, and Assessment

- Improves teaching and learning by implementing programs and improvement efforts
- Observes, supervises, and evaluates teachers and instructional programs to maximize the learning opportunities for every student
- Analyzes multiple sources of data to improve instructional practices and outcomes
- Demonstrates knowledge of learning, teaching, research, and programs that maximize student performance
- Facilitates in developing and maintaining co-curricular programs that complement the curriculum while fostering students' academic success

Personalization

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

**NOMINATION FOR
CAS PRINCIPAL OF THE YEAR: 2005**

Candidate: _____ Position: _____

School: _____ District: _____

Nominated for *Principal of the Year* at the following level: High School Middle School

Address: _____ Phone: _____

Home Address: _____ Phone: _____

E-mail Address: _____

Nominator: _____ Position: _____

District: _____ Phone: _____

PROFESSIONAL EXPERIENCE AS PRINCIPAL:

Position	School	District	Dates

As superintendent of schools, I endorse the above nomination.

Signature

Date

Thank you for your nomination!

Please send to:
Connecticut Association of Schools
Awards and Recognition Committee
c/o Karen Packtor
30 Realty Drive, Cheshire, CT 06410
by ~~November 15, 2004~~ -- extended to **November 29th!**