

# THE CONNECTICUT ASSOCIATION OF SCHOOLS

• *Serving Schools and Principals* •

## Do you know an outstanding assistant principal?

The Connecticut Association of Schools is soliciting nominations for the *2008 CAS Assistant Principal of the Year Awards Program*. If, after reading the selection criteria below, you feel that an assistant principal\* whom you know is eligible for and worthy of this honor, please complete the attached form, or have it completed by someone within the system who knows the candidate, and return it **NO LATER THAN October 5, 2007**. Your nominee will be informed of this nomination and asked to complete an awards application. (This application will be due at CAS by November 9, 2007.)

The *Assistant Principal of the Year Program*, sponsored annually by the Connecticut Association of Schools, was established in 1990 to bring recognition to the assistant principalship and to spotlight the critical role that assistant principals play in the education of our youth. The program recognizes outstanding assistant 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 an *Elementary, Middle, and High School Assistant 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 December. All winners will be honored at a statewide recognition dinner hosted by CAS in October 2008. Additionally, either the middle or high school honoree will be recognized nationally by NASSP and will represent Connecticut in the competition for *National Assistant Principal of the Year*, sponsored by NASSP and Virco, Inc. (NASSP does not include elementary schools.) The individual representing CAS in the national competition must be a member of NASSP.

***All candidates must be members of CAS and have at least three years experience as an assistant 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. Prior winners will not be considered.

We hope you will take advantage of this opportunity to provide state and national recognition to deserving school administrators.

\* Associate and house principals are also eligible for our *Assistant Principal of the Year Awards Program*

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### CRITERIA FOR CAS/NASSP ASSISTANT 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
- Uses 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
- Contributes to make certain all students have access to challenging courses and support mechanisms

#### **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 FORM

## CAS ASSISTANT PRINCIPAL OF THE YEAR - 2008

Candidate: \_\_\_\_\_ Position: \_\_\_\_\_

School: \_\_\_\_\_ District: \_\_\_\_\_

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

School Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City/Town: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City/Town: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Nominator: \_\_\_\_\_ Position: \_\_\_\_\_

District: \_\_\_\_\_ Phone: \_\_\_\_\_

**Professional experience as an assistant principal or the equivalent:**

<u>Position</u>	<u>School</u>	<u>School System</u>	<u>Dates</u>

*As superintendent of schools I endorse the above nomination.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

***Thank you for your nomination!***  
Please return your nomination form by **October 5, 2007** to:

Connecticut Association of Schools  
Awards and Recognition Committee  
c/o Karen Packtor  
30 Realty Drive  
Cheshire, CT 06410

**Nominations must be received in the CAS Office by 5:00 p.m. on October 5th**