

# **NATIONAL DISTINGUISHED PRINCIPALS PROGRAM**

A Program to Recognize Excellence in  
Elementary and Middle Level Principals'  
School Leadership

## **2010 Nominee's Application Packet**



Sponsored by

The National Association of Elementary School Principals

in cooperation with  
The United States Department of Education  
and  
in corporate partnership with  
VALIC

**NATIONAL DISTINGUISHED PRINCIPALS PROGRAM**

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## PROGRAM BACKGROUND

The National Distinguished Principals (NDP) program was established in 1984 to recognize elementary and middle level principals who set high standards for instruction, student achievement, character, and climate for the students, families, and staffs in their learning communities. The program was based on three fundamental ideas:

- Children's attitudes towards learning and their perceptions of themselves as lifelong learners are established in the beginning school years.
- The scope and quality of children's educational experiences are determined primarily by the school principal, who establishes, through the important work of teachers and the support of caring parents, the character of a particular school's program.
- The dedication and enthusiasm of the outstanding principals who guide children's early education experiences should be acknowledged to both show appreciation for their work as well as to allow them to serve as models for others in the field.

The NDP Program is sponsored by the National Association of Elementary School Principals (NAESP) in cooperation with the United States Department of Education. Each year, NDPs represent PreK – 8<sup>th</sup> grade public schools from all across the country as well as principals in U.S. private schools and those from the United States Departments of Defense Office of Educational Activity and the United States Department of State Office of Overseas Schools. Public school elementary and middle-level principals are nominated by peers in their state, and final selections are made by committees appointed by each of NAESP's state affiliate offices. Honorees from private schools and overseas schools are selected by special committees.

Criteria established by the United States Department of Education and NAESP require that the individual is a practicing principal with at least five years experience in the principalship, who plans to continue as a practicing principal. The principal must demonstrate evidence of outstanding contributions to the community and to the education profession and should lead a school that:

- Is clearly committed to excellence;
- Has programs designed to meet the academic and social needs of all students; and
- Has firm ties to parents and the community.

### PLEASE NOTE

Anyone currently holding a position on the **NAESP Board of Directors**, including its officers, during the official nomination time period or during the year he/she would serve as NDP, is ineligible for NDP selection.

**Elementary school NDP candidates** must be principals of schools with students in either grades pre-K, K, 1, 2, 3, or 4, though older students may attend as well.

**Middle level school NDP candidates** must be principals of schools with students in grades 4, 5, 6, 7, and/or 8 only.

*The National Distinguished Principals program does not discriminate on the basis of race, color, creed, ethnicity, age, religion, country of origin, or sexual orientation.*



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## Nominee's Application Form

(TO BE COMPLETED BY NOMINEE - Please type, word process, or print clearly)

Name Prefix First Middle Initial Last Suffix

### ~ Contact Information - Home ~

Home Address Street City State Zip Country

Home Phone (Include Area Code) Home E-Mail

### ~ Contact Information - School ~

School Name

School Address Street City State Zip Country

School Phone (Include Area Code) NDP's School E-Mail

### ~ Professional Information ~

Professional Experience (List by most recent, excluding current position/school)

| Position | Name and Location of School | Dates |
|----------|-----------------------------|-------|
| _____    | _____                       | _____ |
| _____    | _____                       | _____ |
| _____    | _____                       | _____ |
| _____    | _____                       | _____ |

Total Number of Years as a Principal \_\_\_\_\_ Total Number of Years in Current Position/School \_\_\_\_\_

Professional Preparation (List by most recent)

| Degree | Name and Location of Institution | Dates |
|--------|----------------------------------|-------|
| _____  | _____                            | _____ |
| _____  | _____                            | _____ |
| _____  | _____                            | _____ |
| _____  | _____                            | _____ |

**~ School Information ~**

**School's Grade Configuration** (check one)

- Elementary School Nominee- School's Grade Configuration \_\_\_\_\_  
(must include either pre-K, K, 1, 2, 3, or 4 though older students may attend as well)
- Middle School Nominee – School's Grade Configuration \_\_\_\_\_  
(may NOT include pre-K, K, 1, 2)

**School Enrollment** \_\_\_\_\_

**Students Receiving Free/Reduced-Price Meals** \_\_\_\_\_ %

**Ethnic/Racial Composition**

\_\_\_\_\_ % American Indian/Alaskan Native      \_\_\_\_\_ % Asian  
 \_\_\_\_\_ % African-American/Black      \_\_\_\_\_ % Hispanic/Latino  
 \_\_\_\_\_ % Native Hawaiian/Pacific Islander      \_\_\_\_\_ % Caucasian/White

PUBLIC SCHOOL NOMINEE  
**~ State, District, and School Information ~**

\_\_\_\_\_ **State or Area Represented**

\_\_\_\_\_ **School District**

\_\_\_\_\_ **School Superintendent's Name**

\_\_\_\_\_ **District Phone** (including area code)

\_\_\_\_\_ **School Superintendent's Address**

\_\_\_\_\_ **School Superintendent's E-Mail**

**School Setting:** (check one)     Urban     Suburban     Small Town     Rural

PRIVATE SCHOOL NOMINEE  
**~ Organization Information ~**

This nominee is representing

- Council for American Private Education (CAPE) organization**       **Other private school organization**
- Independent nominee**

**Name of organization represented:** \_\_\_\_\_

\_\_\_\_\_ **Name of Board Chair**

\_\_\_\_\_ **Board Chair's E-Mail**

\_\_\_\_\_ **Address**

\_\_\_\_\_ **Phone** (include area code)

**School Type:** (check all that apply)     Boarding     Day     Co-ed     All Male     All Female

**~ PROFESSIONAL ACTIVITIES, AWARDS, and HONORS ~**

| Name of Professional Association/Organization | Offices Held / Awards Received | Dates |
|---|--------------------------------|-------|
| _____   | _____                          | _____ |
| _____   | _____                          | _____ |
| _____   | _____                          | _____ |
| _____   | _____                          | _____ |
| _____   | _____                          | _____ |
| _____   | _____                          | _____ |
| _____   | _____                          | _____ |
| _____   | _____                          | _____ |
| _____   | _____                          | _____ |
| _____   | _____                          | _____ |

**~ SERVICE TO THE COMMUNITY ~**

| Name of Community Association/Organization | Offices Held / Awards Received | Dates |
|--|--------------------------------|-------|
| _____                                      | _____                          | _____ |
| _____                                      | _____                          | _____ |
| _____                                      | _____                          | _____ |
| _____                                      | _____                          | _____ |
| _____                                      | _____                          | _____ |
| _____                                      | _____                          | _____ |
| _____                                      | _____                          | _____ |
| _____                                      | _____                          | _____ |
| _____                                      | _____                          | _____ |
| _____                                      | _____                          | _____ |

**~ THREE MOST SIGNIFICANT ACCOMPLISHMENTS AS A PRINCIPAL ~**

- 1) \_\_\_\_\_  
\_\_\_\_\_
- 2) \_\_\_\_\_  
\_\_\_\_\_
- 3) \_\_\_\_\_  
\_\_\_\_\_

**~ SCHOOL LEADERSHIP STATEMENTS ~**

Please answer the following four questions regarding your professional beliefs, practices, and accomplishments in each of these areas that qualify you to represent your state or organization as its National Distinguished Principal.

Please use at least 10 pt. type and limit each response to a maximum of 300 words. Answer each question on a separate sheet of plain 8 ½" x 11" paper. Please include your name in the upper right hand corner of each page.

**Question 1: How do you balance leadership and management duties to best support student achievement?**

**Question 2: How have you involved parents and community members in supporting student achievement?**

**Question 3: How do you support learners who are struggling, challenge learners who are excelling, and maintain high standards for all?**

**Question 4: How do you cultivate, monitor, and advance a positive climate in your building?**

NAESP's *Leading Learning Communities, Standards for What Principals Should Know and Be Able To Do, Second Edition* (2008) identified six key areas of effective school leadership. Please refer to these six areas as you answer the four questions above.

- I. **Effective principals lead schools in a way that places student and adult learning at the center.**
- II. **Effective principals set high expectations for the academic, social, emotional, and physical development of all students.**
- III. **Effective principals demand content and instruction that ensure student achievement of agreed-upon standards.**
- IV. **Effective principals create a culture of continuous learning for adults tied to student learning and other school goals.**
- V. **Effective principals manage data and knowledge to inform decisions and measure progress for student, adult, and school performance.**
- VI. **Effective principals actively engage the community to create shared responsibility for student performance and development.**

**IMPORTANT!**

**NAESP needs a high-quality, color photo of each NDP. Image files need to be 300 dpi or greater, in jpg./tif. format, a "head shot" with a plain, colored background.**

Please include the name and state/organization as the file name  
(Ex., Jane Doe- VA or Henry Smith, DoDEA).



## SUPERVISOR'S CERTIFICATION FORM

The above-named principal has been nominated to be a **National Distinguished Principal**. This form is to certify that the principal's employer understands the following obligations and responsibilities inherent in acceptance of this award.

- The Distinguished Principal will be expected to travel to and from Washington, D.C., to participate in the two-day recognition events and ceremony.
- The National Association of Elementary School Principals will provide two nights lodging, an opening night welcome reception, and one dinner (the awards banquet) for each honoree and a guest. **Costs for travel and other meals are assumed by the nominee, the school district, or other state or local sources.**
- The Distinguished Principal may receive limited requests to represent the National Association of Elementary School Principals on national committees. In these cases, costs are borne by either NAESP or the sponsoring party.
- Publicity for the Distinguished Principal may generate occasional opportunities for speaking engagements at the state level as well as requests to visit the principal's school.

\_\_\_\_\_  
 \_\_\_\_\_

*This is to certify that I acknowledge and endorse the nomination of* \_\_\_\_\_  
Name of Nominee

*as the National Distinguished Principal representing* \_\_\_\_\_  
State, Private School, or Other Jurisdiction

\_\_\_\_\_  
 Name of Supervisor/Employer (please print)

\_\_\_\_\_  
 Title

\_\_\_\_\_  
 Address of Supervisor/Employers

\_\_\_\_\_  
 Phone Number (including area code)

\_\_\_\_\_  
 Signature of Supervisor/Employer

\_\_\_\_\_  
 Date

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**NOTE TO THE NOMINEE: Please submit this Nominee's Certification Form with your completed application packet to your state professional association, state affiliate NDP liaison, or private school authority.**



### National Distinguished Principal's Checklist

**IMPORTANT:**

The National Association of Elementary School Principals (NAESP) needs this completed packet of information on file for each National Distinguished Principal.

\_\_\_ Nominee's application packet p. 3 (Contact Information, Professional Information, Professional Preparation)

\_\_\_ Nominee's application packet p. 4 (School Information)

\_\_\_ Nominee's application packet p. 5 (Professional Activities, Service to the Community, Three Most Significant Accomplishments as a Principal)

\_\_\_ School Leadership Statement, Question 1 (Balancing Leadership and Management)

\_\_\_ School Leadership Statement, Question 2 (Parent and Community Involvement)

\_\_\_ School Leadership Statement, Question 3 (Supporting and Challenging Learners, Maintaining High Standards)

\_\_\_ School Leadership Statement, Question 4 (Cultivating, Monitoring, Advancing a Positive Climate)

\_\_\_ Signed Affirmation Statement

\_\_\_ Supervisor's Certification Form

\_\_\_ Four letters of reference

\_\_\_ Supervisor

\_\_\_ Fellow administrator

\_\_\_ Teacher

\_\_\_ Parent/civic/community member

\_\_\_\_\_ **A high-quality, color photo- Image files need to be 300 dpi or greater, in jpg./tif.. format.**

Please include the NDP's name and his/her state or organization as the file name (ex, Jane Doe - VA or Harry Smith - DOS) and submit in a PC-compatible form (floppy or compact disk). Photos should be a "head shot" with a plain, colored background.

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# NOMINEE REFERENCE FORM NATIONAL DISTINGUISHED PRINCIPAL

## Letters of Reference

Name of Nominee: \_\_\_\_\_

Each National Distinguished Principal nominee is asked to secure four letters of reference, one from each of the following persons: **an immediate supervisor or superintendent, a fellow administrator, a teacher currently serving on the nominee's staff, and a parent/civic/community leader.** Each letter of reference should include a copy of this form.

### To the Nominee's Reference:

The National Distinguished Principals (NDP) selection committee appreciates your help in assessing this NDP candidate's skills and knowledge in the area of school leadership. Please base your comments on the nominee's professional performance. Limit your comments to one 8 1/2 x 11" page, using at least 10 pt. type. Please seal your completed reference letter in an envelope, place your signature over the seal, and return it to the nominee. If you prefer, your letter of reference may be mailed directly to the nominee's state affiliate or the organization that he/she represents.

**This letter of reference is from** (please check one):

**the nominee's supervisor**

**a fellow administrator**

**a teacher**

**a parent/civic/community member**

**Please print or type.**

\_\_\_\_\_  
Printed Name of Reference Title

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip Country if not USA

\_\_\_\_\_  
Phone (including area code) E-Mail Address

\_\_\_\_\_  
Signature of Reference Date

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## NATIONAL DISTINGUISHED PRINCIPALS PROGRAM



### NOMINEE'S AFFIRMATION STATEMENT

I do hereby affirm that I plan on remaining in a position of school leadership during the 2010-2011 school year.

I do further affirm that the information included in this application packet is a fair and true representation of the facts of my professional career.

I do hereby grant my permission for any or all of the enclosed materials (including my photo but excluding my home address, home and/or cell phone number, and home e-mail address) to be shared with persons and organizations interested in promoting the National Distinguished Principals program and its honorees.

PRINTED NAME OF NOMINEE: \_\_\_\_\_

NOMINEE'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

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