

CONNECTICUT ASSOCIATION OF SCHOOLS

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September, 2002

To: Superintendents and Principals of CAS Member Schools
From: The CAS Awards and Recognition Committee
Re: **OPPORTUNITY TO NOMINATE A LOCAL ASSISTANT PRINCIPAL
TO BE A CAS ASSISTANT PRINCIPAL OF THE YEAR**

The Connecticut Association of Schools is soliciting nominations for the CAS Assistant Principal of the Year Program for the year 2003. If, after reading the criteria for this award (see below), you feel that an assistant principal in your system 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 over your signature **NO LATER THAN October 18, 2002**. Your nominee will be informed of this nomination and asked to complete an awards application. This application is due at CAS by Nov. 15, 2002.

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 commitment to 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 Level, 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. 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 McDonald's. (NASSP does not include elementary schools.) The national winner receives a \$5,000 award from McDonald's Corporation.

All candidates must work in a CAS member school and have three years experience as an assistant principal (or the equivalent thereof).

CRITERIA FOR AWARD. Candidates should demonstrate success in the following areas:

Educational Leadership

- implements strategies for improving teaching and learning by putting programs and improvement efforts into action.
- involves teachers and other staff members in achieving the goals of the school.
- assists in ensuring the school climate is positive and reflects high staff and student morale.

Resolving Complex Problems

- maintains awareness of current and emerging issues.
- resolves short-term issues while balancing them against long-term objectives.
- manages time and tasks effectively including delegation to others.

Developing Self and Others

- is committed to continued professional growth.
- teaches, coaches and helps others (students and colleagues).
- demonstrates and fosters creativity and imagination in bringing about positive change.

Community Service

- involves the community in the life of the school and uses community resources for students.
- establishes partnerships with community groups to strengthen programs and support school goals.

NOTE: Connecticut's winners will be announced in December and a plaque will be presented to them at the annual Assistant Principals' Conference in March 2003. NASSP will be notified of the national honoree for Connecticut. This individual will be honored by NASSP and McDonald's later in the year.

~OVER~

**NOMINATION
FOR
CAS ASSISTANT PRINCIPAL OF THE YEAR 2003**

Candidate: _____ Position: _____

School: _____ District: _____

Address: _____ Phone: _____

Home Address: _____ Phone: _____

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 send your recommendation by October 18, 2002 to:**

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