



**2011 NASSP/Virco**  
National Assistant  
Principal of the Year

Award Application



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“ Continue to do the great work you’re doing. We can’t do enough to shine a spotlight on excellence to thank you. The great educators in our country are absolutely the unsung heroes in our society. We can’t do enough to let you know how much we appreciate the difference you’re making in our students’ lives. ”

—**Secretary of Education Arne Duncan**,  
*in his address at the MetLife/NASSP National  
Principal of the Year awards gala, October 23, 2009*

“ Assistant principals play a key role in the education of America’s students. It’s an honor for Virco to sponsor the NASSP/Virco National Assistant Principal of the Year Program! ”

—**Larry O. Wonder**  
*Vice President of Sales, Virco Inc.*

“ NASSP and Virco Inc. are proud to recognize the United States’ outstanding secondary school assistant principals. The assistant principals who receive this honor are the best from across the country, each one making his or her school an excellent example and model for others. Their continuing dedication and hard work ensure that their students are successful in school and in life, and for that we salute them. ”

—**Gerald N. Tirozzi**  
*Executive Director, NASSP*

# Award Application

## 2011 NASSP/Virco

# National Assistant Principal of the Year

The NASSP/Virco National Assistant Principal of the Year award program annually recognizes outstanding school leaders who have succeeded in providing high-quality learning opportunities for students. These assistant principals are acknowledged by their peers for the exemplary contributions they have made to the profession. The program honors school assistant principals who have demonstrated excellence in the areas addressed by the selection criteria. The following selection criteria reflect the themes as outlined in the *Breaking Ranks* framework for middle level and high schools.

### Selection Criteria

#### Personal Excellence

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- Models continuous professional growth
- Interacts professionally and tactfully with others
- Communicates effectively in speaking and writing
- Models values, beliefs, and attitudes that encourage others to higher levels of performance
- Maintains an instructional focus in managing administrative tasks
- Recognizes, appreciates, and serves the needs of diverse constituencies in the school community.

#### Collaborative Leadership

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- Involves teachers, staff members, parents, students, and the community in creating and fostering a shared vision for the school
- Leads collaboratively to promote ownership among staff, students, parents, and community members for school efforts and outcomes
- Provides focus and direction to ensure alignment of practices, programs, and initiatives with the school's vision, mission, and goals
- Creates a culture of collaboration in which staff members work together as a professional learning community to promote student learning
- Teaches, coaches, and supports the development of potential and current school leaders
- Utilizes available technology tools for school management and operation, fostering collaboration and communication to effectively address issues in the school community.

#### Curriculum, Instruction, and Assessment

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- Improves teaching, learning, and assessment by implementing practices, programs, and improvement efforts on the basis of multiple sources of data
- Leads efforts in curriculum alignment and identification of essential learnings at each level

- Observes, supervises, and evaluates teachers and instructional programs to maximize the learning opportunities for every teacher and for every student
- Teaches, coaches, and assists others in professional development that focuses on student learning
- Demonstrates knowledge of learning, teaching, assessment practices, research, and programs that maximize student performance
- Facilitates in developing and maintaining cocurricular programs that complement the curriculum while fostering students' academic success
- Ensures that each student has the best possible chance of realizing success by providing a customized plan that takes into account the needs of individual learners in relation to learning time, setting, methods, and course sequence
- Leads in the use of available technology for management and delivery of instruction and assessment as well as the advancement of learning, invention, and creativity.

#### Personalization

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- Establishes and maintains a school environment that reflects high expectations for students and staff
- Creates a school climate that is warm, inviting, safe, and secure
- Organizes the school so that all social, economic, and racial/ethnic groups have equal access to all school programs and provides the support needed for student success
- Creates structures that promote positive relationships between adults and students and ensures that each student is well-known by at least one staff member
- Understands the physical, social, emotional, and cognitive development of the students served by the school
- Acknowledges the accomplishments of students, teachers, and school community members
- Leads in the use of available technology to meet the unique learning needs of each student.

## Eligibility

This program is designed to recognize the outstanding leadership of active, front-line assistant principals. It is not recognition of service at retirement or a program to reward current state or national leaders. Current members, family members, or staff of the NASSP Board of Directors and State Executive Directors are ineligible.

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.

- Any assistant principal or equivalent with administrative licensure (e.g., vice principal, associate principal, or dean) of a public or private middle level or high school from the 50 states, the District of Columbia, the Department of Defense Education Activity, or the U.S. Department of State Office of Overseas Schools is eligible to be a National Assistant Principal of the Year candidate.
- All applicants must have been in an assistant principalship at one or more middle level or high schools for a minimum of two full years. Middle level and high schools are defined as those that serve students at grade level 6 and above.
- Applicants must be members of NASSP and their state affiliate association. Each candidate must be an assistant principal at the time of selection as State Assistant Principal of the Year. For national finalists, these conditions must also be met at the time of the National Assistant Principal of the Year interviews in February.
- All candidates must complete the NASSP/Virco National Assistant Principal of the Year Award Application.
- National applications from one year may be carried over for two consecutive years; however, applicants will be required to submit current letters of recommendation. Previous state and national winners are eligible to reapply for the award after a period of five years.

## 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 11 points. The form may be downloaded from [www.principals.org/awards](http://www.principals.org/awards). 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 application form. Directions and questions must also be included on forms that are applicant generated (i.e., the application form and the one that is generated must be identical).

## Important Dates

Selection of state honorees is made by the administering association of each state, the District of Columbia, and the Department of Defense Education Activity. State winners are selected from applications submitted to the state associations.

Each state association determines its own selection schedule, selection process and announcement date. **Each applicant must contact his or her state association to inquire about application procedures and requirements.**

NASSP will request the selection schedule information from each state association; this information can be found at [www.principals.org/awards](http://www.principals.org/awards). In the event a state is not listed with deadline information, **each applicant must contact his or her state association to inquire about its deadline.**

A complete list of state affiliates may be found at [www.principals.org/states](http://www.principals.org/states) or by calling 800-253-7746, ext. 308.

<b>April 2010</b> .....	2011 NASSP/Virco National Assistant Principal of the Year application is available
<b>As determined by states</b> .....	Deadline for applications to state affiliate offices (States announce their winners as selections are made.)
<b>January 2011</b> .....	2011 NASSP/Virco National Assistant Principal of the Year finalists are announced
<b>February 24–27, 2011</b> .....	Finalists are interviewed at NASSP Convention in San Francisco, CA for national award consideration
<b>February 26, 2011</b> .....	2011 NASSP/Virco National Assistant Principal of the Year announced at NASSP Convention
<b>March 30–April 2, 2011</b> .....	State Assistant Principals' of the Year Forum and Awards Gala in Washington, DC

If you have questions regarding the application form or process, please call 800-253-7746, ext. 308 or e-mail [recognition@principals.org](mailto:recognition@principals.org).

## **Annual Assistant Principals' Forum for State Honorees**

Each State Assistant Principal of the Year will be recognized and honored by his or her state association. The nature of the recognition varies from state to state.

NASSP and Virco Inc. will honor all State Assistant Principals of the Year at a Forum and Awards Gala in Washington, DC, March 30–April 2, 2011. This event will salute assistant principals and provide an opportunity for them to share their experience and expertise with each other, with national leaders in education, and with legislators in Washington, DC.

## **Judging**

Three finalists for the NASSP/Virco National Assistant Principal of the Year will be selected from eligible state winners by a judging panel composed of leaders in education, business leaders related to education, and staff members of national educational associations. Their decision is based on the written applications, the data provided, and letters of recommendation. A second panel of judges will interview the three finalists during the NASSP Convention, selecting the National Assistant Principal of the Year.

The National Assistant Principal of the Year will be announced at the NASSP Convention.

## **National Recognition**

The three national finalists will be the honored guests of NASSP and Virco Inc. at the NASSP Convention in San Francisco, CA, February 24–27, 2011. Travel, hotel, and Convention registration will be paid for by NASSP from funding by Virco Inc.

The three selected national finalists for the 2011 award each receive a \$1,500 grant.

The NASSP/Virco National Assistant Principal of the Year will receive an additional \$3,500 grant bringing the total award to \$5,000. All grants may only be used to improve learning at the school (e.g., special school projects and/or professional development).

The national winner's school district will receive a one-year subscription to the Educational Research Service for use by all administrators in their district (valued at \$1,000–\$6,000 depending on district size).





## School Demographics

Grades \_\_\_\_\_ Number of Assistant Principals \_\_\_\_\_

Total Enrollment \_\_\_\_\_

My school is (check one):  Urban  Suburban  Rural

\_\_\_\_\_ % of students in your school classified as special education students

\_\_\_\_\_ % of students in your school classified as ELL or limited-English proficiency students

\_\_\_\_\_ % Students on free/reduced lunches

\_\_\_\_\_ % School Attendance

### Approximate racial and ethnic composition of the students in your school

Race:

\_\_\_\_\_ % American Indian or Alaska Native

\_\_\_\_\_ % Asian

\_\_\_\_\_ % Black or African American

\_\_\_\_\_ % Native Hawaiian or Other Pacific Islander

\_\_\_\_\_ % White

Ethnicity:

\_\_\_\_\_ % Hispanic or Latino

\_\_\_\_\_ % Not Hispanic or Latino

Complete the table utilizing state assessment data. Please report data by applicable school subgroups.

	% Proficient + Advanced	% Proficient + Advanced	% Proficient + Advanced
Reading/ELA	SY 2006-07	SY 2007-08	SY 2008-09
List major ethnic or racial subgroups:			
Students with disabilities			
ELL/Limited English Proficiency			
Economically Disadvantaged			
Mathematics	SY 2006-07	SY 2007-08	SY 2008-09
List major ethnic or racial subgroups:			
Students with disabilities			
ELL/Limited English Proficiency			
Economically Disadvantaged			

## Professional Preparation/Education

Institution

Dates of attendance

Degrees (no abbreviations)

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## Professional Experience

Total Years in Education \_\_\_\_\_ Total Years of AP Experience \_\_\_\_\_

List Chronologically:

Position	School	Subject Taught/Position Held	School System	Dates
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## Professional Growth

For each area, please list three examples of professional growth from the past five years and include the date of participation. Confine your answers to the space provided.

Membership and offices in professional organizations	Date
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Community leadership—Membership, offices, and activities	Date
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Awards and honors	Date
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Professional development activities	Date
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## Recommendations Submitted:

Name

Position

Current principal/Immediate supervisor \_\_\_\_\_

Fellow assistant principal \_\_\_\_\_

Teacher from current staff \_\_\_\_\_

Student, parent, or business/community/government leader \_\_\_\_\_



# Assistant Principal's Certification Form

*(Must be completed by the applicant's current principal and district superintendent)*

The purpose of this form is to advise the assistant principal's current principal and district superintendent that he or she has been selected by the state affiliate association as a State Assistant Principal of the Year and has been nominated for consideration as the 2011 NASSP/Virco National Assistant Principal of the Year. It also indicates that both the principal and district superintendent understand the following obligations, opportunities, and responsibilities inherent in acceptance of the award.

- State assistant principal of the year winners will participate in the Assistant Principal's Forum and Awards Gala held annually to honor all the state honorees. March 30–April 2, 2011.
- NASSP, through funding provided by Virco Inc., is responsible for Forum costs, hotel accommodations (for three nights), and meals during Forum hours for the honoree. NASSP is not responsible for travel expenses for state winners. Travel and incidental expenses for state winners are the responsibility of the state assistant 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 a spouse or guest of the assistant principal will be the responsibility of the state assistant principal of the year.
- The assistant 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 assistant principal of the year may generate occasional opportunities for speaking engagements at the state level, as well as requests to visit the assistant principal's school.
- The NASSP/Virco National Assistant Principal of the Year finalists will attend the annual NASSP Convention in San Francisco, CA, February 24–27, 2011, where interviews will be conducted and recognition will be given at a general session. Convention registration, travel, and hotel accommodations (excluding incidentals) will be paid for finalists by NASSP with funding provided by Virco Inc.

This certifies that I acknowledge and endorse the nomination of \_\_\_\_\_  
Nominee's name

as the State Assistant Principal of the Year representing \_\_\_\_\_  
State

\_\_\_\_\_  
Principal name (please print)

\_\_\_\_\_  
District Superintendent name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
School district



## Essay Questions

Using the selection criteria on page two as a guide, please respond to the following essay questions on separate sheets of paper and staple to the completed application. Use no more than two sheets of 8½" x 11" paper (printed on one side only) for each answer. Use 1" margins, double-spaced text, and a font that is easy to read and no smaller than 11 points.

### Collaborative Leadership

What programs or strategies have you implemented in your school that demonstrate success in three or more of the indicators provided in the selection criteria? How are you measuring ongoing success? (Please provide data to support current and previous success levels.)

### Curriculum, Instruction, and Assessment

How are you using the curriculum, assessment, and instruction concepts in *Breaking Ranks II* or *Breaking Ranks in the Middle* to improve teaching and learning in your school? What are the academic outcomes from implementing these concepts? (Describe in detail how you are demonstrating success in three or more of the indicators provided in the selection criteria.)

### Personalization

What are you doing as a leader to personalize the learning environment for students at your school? How is personalization affecting student outcomes? (Please include data or specific examples such as improved academic outcomes, reduced disciplinary referrals, etc. to support improved outcomes and success in three or more indicators provided in the selection criteria.)

## Supporting Data

Each applicant is required to submit one page of data that documents and supports your essay responses, highlighting the outcomes of your involvement in school improvement initiatives. The page must be limited to one 8½" x 11" sheet of paper (printed on one side only). Fonts used in text or tables must be easy to read and no smaller than 11 points.

## Letters of Recommendation

All applicants are required to submit a total of four letters of recommendation, in original form, one from each of the following:

- Applicant's current principal, or immediate supervisor, on school letterhead
- Fellow assistant principal (at either level—middle or high school)
- Teacher from the applicant's current staff
- 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 firsthand 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 one 8½" x 11" sheet of paper (printed on one side only), with at least 1" margins and a font size no smaller than 11 points. Letters that exceed one page will not be considered. NASSP will not release letters of recommendation without express authorization from the author and the applicant.

## Application Submission Checklist

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- Review and meet the eligibility requirements
- Compose Essay Responses (limited to two pages per question)
- Supporting data (limited to one page)
- Include the four required letters of recommendation (limited to one page per letter)
- Sign the Acknowledgment of Terms
- Complete Assistant Principal's Certification Form



*Equipment for Educators*

As America's leading manufacturer and supplier of furniture and equipment for K–12 schools, Virco is proud to support the National Association of Secondary School Principals. Virco's great classroom furniture selection includes best-selling ZUMA® models, traditional chairs and desks, and all-new Parameter™, TEXT™, Metaphor® and Telos® items. In 2005, ZUMA and ZUMAFrd™ became the first classroom furniture products to earn GREENGUARD® for Children and Schools certification; now, Virco has hundreds of Greenguard-certified products. Virco offers the classroom furniture industry's only Take-Back Program that helps schools recycle their out-of-service furniture. If you're faced with a major FF&E purchasing project, check out Virco's stress-free PlanSCAPE® service!



In existence since 1916, NASSP is the preeminent organization of and national voice for middle level and high school principals, assistant principals, and aspiring school leaders from across the United States and more than 45 countries around the world. NASSP's mission is to promote excellence in school leadership. The National Honor Society®, National Junior Honor Society®, National Elementary Honor Society®, and National Association of Student Councils® are all NASSP programs. For more information about NASSP, located in Reston, Virginia, visit [www.principals.org](http://www.principals.org) or call 703-860-0200.



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