

**2014 NASSP/Virco**  
National Assistant  
Principal of the Year

Award Application

---



Sponsored by:



““ Your work in keeping your students safe, teachers supported, parents informed, and principals championed paves the way for environments in your school and communities that encourage life-long learning. I’m so appreciative of your efforts every single day. ””

—**Secretary of Education Arne Duncan**,  
*in his message at the NASSP/Virco National Assistant  
Principal of the Year program awards gala*

““ Assistant Principals are at the core of every school, dedicated and working tirelessly to ensure the success of our nation’s students. Virco is honored to recognize assistant principals and support the NASSP/Virco National Assistant Principal of the Year Program. ””

—**Brian True**  
*Director of Sales, Virco Inc.*

““ No job in education has experienced a more dramatic shift than that of the assistant principal. As the position becomes more complex and responsibilities more vast, we are proud to pay tribute to the exemplary school leaders who have met these challenges head-on and recognize them for their unwavering commitment to students. ””

—**JoAnn Bartoletti**  
*Executive Director, NASSP*

# Award Application

---

## 2014 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.

### Selection Criteria

#### Personal Excellence

---

- 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

---

- 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

---

- 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

---

- 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.



---

## 2014 NASSP/Virco National Assistant Principal of the Year

### 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.
- Applicants must have served as an assistant principal 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.
- 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.nassp.org/awards](http://www.nassp.org/awards). All applicants must use the official NASSP/Virco National Assistant Principal of the Year application form; no other forms will be accepted.

If you have questions regarding the application form or process, please call 800-253-7746, ext. 267 or email [recognition@nassp.org](mailto:recognition@nassp.org).

## State Selection

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.nassp.org/awards](http://www.nassp.org/awards).

A complete list of state affiliates may be found at [www.nassp.org/states](http://www.nassp.org/states) or by calling 800-253-7746, ext. 267.

## Important Dates

<b>April 2013</b> .....	2014 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 2014</b> .....	2014 NASSP/Virco National Assistant Principal of the Year finalists are announced
<b>February 6–8, 2014</b> .....	Finalists are interviewed at the NASSP Conference, Ignite 2014 in Dallas, TX for national award consideration
<b>February 8, 2014</b> .....	2014 NASSP/Virco National Assistant Principal of the Year announced at the NASSP Conference, Ignite 2014
<b>April 2–5, 2014</b> .....	State Assistant Principals of the Year Forum and Awards Gala in Washington, DC

## 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, April 2–5, 2014. 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.

## National Selection

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 application, the data provided, and letters of recommendation. A second panel of judges will interview the three finalists during the NASSP Conference, Ignite 2014, selecting the National Assistant Principal of the Year.

The National Assistant Principal of the Year will be announced at the NASSP Conference, Ignite 2014.

## National Recognition

The three national finalists will be the honored guests of NASSP and Virco Inc. at the NASSP Conference, Ignite 2014 in Dallas TX, February 6–8, 2014. Travel, hotel, and Conference registration will be paid for by NASSP from funding by Virco Inc.

The three selected national finalists for the 2014 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).

# 2014 NASSP/Virco National Assistant Principal of the Year Award Application

## Applicant and School Profile

To be completed by the nominee

Please use a typewriter or computer to complete this application. You may also download this application at [www.nassp.org/apoy](http://www.nassp.org/apoy) or [www.virco.com](http://www.virco.com).

Applicant's Name \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Title First M.I. Last

NASSP Membership # \_\_\_\_\_

Job Title \_\_\_\_\_

School Name \_\_\_\_\_

School Address \_\_\_\_\_ / \_\_\_\_\_  
Street City  
\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
State Zip County

School Phone \_\_\_\_\_ School Fax \_\_\_\_\_

School Social Media Presence:  Facebook  Twitter  YouTube Channel  SchoolTube Channel

Personal Social Media Presence:  LinkedIn  Twitter @ \_\_\_\_\_

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

Home Address \_\_\_\_\_ / \_\_\_\_\_  
Street City  
\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
State Zip County

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

## School District

District Name \_\_\_\_\_

Superintendent's Name \_\_\_\_\_

District Address \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Street City State Zip

Email \_\_\_\_\_ Phone \_\_\_\_\_

## 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

\_\_\_\_\_ % Other

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 2010–11	SY 2011–12	SY 2012–13
List major ethnic or racial subgroups:			
Students with disabilities			
ELL/Limited English Proficiency			
Economically Disadvantaged			
Mathematics	SY 2010–11	SY 2011–12	SY 2012–13
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)

## Professional Experience

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

List Chronologically:

Position	School	Subject Taught/Position Held	School System	Dates

## Professional Growth

Please list a maximum of five examples in each area. List examples most pertinent and relevant to your professional growth. Confine your answers to the space provided.

Membership and offices in professional organizations	Date

Community leadership—Membership, offices, and activities	Date



**Awards and honors**

**Date**

---



---



---



---

**Publications, articles, presentations**

**Date**

---



---



---



---

**Professional development activities**

**Date**

---



---



---



---

**Recommendations Submitted:**

Name

Position

Current principal/Immediate supervisor	_____
Fellow assistant principal	_____
Teacher from current staff	_____
Student, parent, or business/community/government leader	_____

**Acknowledgment of Terms**

I have read and understand the rules outlined in this application. I agree to abide by these rules, and I grant Virco Inc. and NASSP the authority, after adequate notification, to publish in part or whole any information contained in this application and to use my name and likeness for publicity and other promotional purposes related to the program.

Applicant's Signature (Electronic signatures not accepted)

Date

---



---

## 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 the assistant principal has been nominated for the 2014 NASSP/Virco National Assistant Principal of the Year award. It also indicates that both the principal and district superintendent understand the following obligations, opportunities, and responsibilities inherent in acceptance of the award.

- The state assistant principals of the year will participate in the Assistant Principal's Forum and Awards Gala held annually to honor all state honorees April 2–5, 2014.
- 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. Virco, Inc. provides an additional commitment to the program by providing each state winner a travel stipend, ensuring their participation at the event. 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 NASSP 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 NASSP Conference, Ignite 2014 in Dallas, TX, February 6–8, 2014, where interviews will be conducted. Conference 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

(Electronic signatures not accepted)

\_\_\_\_\_  
Signature

(Electronic signatures not accepted)

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

## Essay Question

Reflect on your leadership in the area of school improvement. Share examples of how you have used the *Breaking Ranks* Framework to make those improvements an integral part of your school culture. Use multiple indicators from the selection criteria to:

- Discuss the leadership skills you used
- Describe how a more-personalized learning environment has been created for your students; how you involved all stakeholders—staff members, students, parents, and the community—in the process; and how that has improved curriculum, instruction and assessment practices at your school
- Share outcomes to demonstrate that student learning has been improved and that a higher degree of stakeholder satisfaction exists.

Using the selection criteria on page two as a guide, please respond to the essay question on separate sheets of paper. Use no more than six sheets of 8½" x 11" paper (printed on one side only). Use 1" margins, and a font that is easy to read and no smaller than 11 points.

Your essay should be narrative in nature, referencing key points of data to strengthen the responses. Descriptive data, charts and tables should instead be included on the Supporting Data page.

## Supporting Data

Each applicant is required to submit a maximum of one page of data to document and support the submitted essay response, highlighting the outcomes of your involvement in school improvement initiatives. Supporting data 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

---

- Review and meet the eligibility requirements
- Complete the Applicant and School Profile (four pages)
- Sign the Acknowledgment of Terms
- Compose essay response (maximum of six pages)
- Document Supporting Data (limited to one page)
- Include the four required letters of recommendation (limited to one page per letter)
- Complete Assistant Principal's Certification Form



**2014 NASSP/Virco**  
National Assistant Principal of the Year  
Award Application



*Equipment for Educators*

As America's leading manufacturer and supplier of furniture and equipment for K–12 schools, Virco is proud to support NASSP. 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!



The National Association of Secondary School Principals (NASSP) is the leading organization of and national voice for middle level and high school principals, assistant principals, and all school leaders from across the United States and more than 38 countries around the world. The association provides research-based professional development and resources, networking, and advocacy to build the capacity of middle level and high school leaders to continually improve student performance. Reflecting its longstanding commitment to student leadership development as well, NASSP administers the National Honor Society™, National Junior Honor Society®, National Elementary Honor Society®, and National Association of Student Councils®. For more information about NASSP, located in Reston, VA, visit [www.nassp.org](http://www.nassp.org).