

GOOD PRINCIPALS HELP STUDENTS SET GOALS...
GREAT PRINCIPALS INSPIRE MIDDLE AND HIGH SCHOOL STUDENTS TO ACHIEVE THEM.



Award Application

Sponsored by

MetLife[®]

NATIONAL ASSOCIATION
OF SECONDARY SCHOOL
PRINCIPALS



“WHAT YOU ARE DOING COLLECTIVELY IS SIMPLY EXTRAORDINARY. I THINK PRINCIPALS TODAY ARE ABSOLUTELY CEOs. YOU’RE MANAGING MULTIMILLION DOLLAR BUDGETS, SCORES OF EMPLOYEES—YOU HAVE TO WORK WITH COMMUNITY, WITH PARENTS, AND WITH THE MEDIA. YOU HAVE TO BE FIRST AND FOREMOST INSTRUCTIONAL LEADERS. AND YOU’RE ASKED TO DO THAT WITH LESS RESOURCES AND LESS TIME THAN BEFORE. I WANT YOU TO KNOW HOW MUCH I APPRECIATE YOUR UNBELIEVABLE COMMITMENT.”

—**Secretary of Education Arne Duncan,**
in his address to the NASSP/NAESP
National Leaders’ Conference, July 17, 2009

“THE METLIFE/NASSP NATIONAL PRINCIPAL OF THE YEAR PROGRAM IS A CELEBRATION OF THE PRINCIPALS WHOSE ACCOMPLISHMENTS REFLECT THEIR ESSENTIAL ROLE IN DEVELOPING AND PREPARING CHILDREN TODAY FOR A FULFILLING LIFE AND CAREER IN THE FUTURE. AT METLIFE, WE ARE HONORED TO CONTINUE OUR COSPONSORSHIP OF THE NATIONAL PRINCIPAL OF THE YEAR PROGRAM WITH NASSP.”

—**Thomas G. Hogan Jr.**
Senior Vice-President, MetLife Resources

“NASSP AND METLIFE ARE PROUD TO RECOGNIZE THE UNITED STATES’ OUTSTANDING SECONDARY SCHOOL PRINCIPALS. THE 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 MetLife/NASSP National Principal of the Year for Middle Level and High School

The MetLife/NASSP National Principal of the Year award program annually recognizes outstanding school leaders who have succeeded in providing high-quality learning opportunities for students. These principals are acknowledged by their peers for the exemplary contributions they have made to the profession. The program honors school 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

- 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 ensure 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 principals. It is not recognition of service at retirement or a program to reward current state or national leaders. Current members and family members of the NASSP Board of 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 principal, headmaster, or leader 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 principal of the year candidate. Middle level and high schools are defined as those containing some portion of grades 6 through 12.
- All applicants must have served as a principal at one or more middle level or high schools for three years or longer.
- All candidates must complete the MetLife/NASSP National Principal of the Year application.
- Each candidate must be a principal or headmaster and member of NASSP and his or her state affiliate association at the time of selection as state principal of the year. For national finalists, these conditions must also be met at the time of national principal of the year interviews in August and at the national winner announcements in September.
- 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. 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 official application form. Directions and questions must also be included on forms that are applicant generated; i.e., the form that is generated must be identical to the official application.

If you have questions regarding the application form or process, please call 800-253-7746, ext. 308 or email recognition@principals.org.

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. 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 or by calling 800-253-7746, ext. 308.

August 2009.....	2011 MetLife/NASSP National Principal of the Year application is made available
As determined by states ...	Deadline for applications to state affiliate offices (States announce their winners as selections are made.)
August 2010.....	2011 MetLife/NASSP National Principal of the Year finalists announced
September 2010.....	2011 MetLife/NASSP National Principals of the Year announced
October 20–23, 2010	State and National Principal's Institute and Awards Banquet in Washington, DC
February 25–27, 2011....	The 2010 MetLife/NASSP National Principals of the Year and four national finalists attend NASSP Convention in San Francisco, California as honored guests.

State Recognition and Annual Principal's Institute for State Honorees

Each state principal of the year will be recognized and honored by his or her state association. The nature of the recognition and honors vary from state to state.

NASSP and MetLife will honor all state principals of the year at the Principal's Institute in October, 2010. This event salutes principals and serves as a forum to share their experience and expertise with each other, with national leaders in education, and with legislators in Washington, DC.

National Judging

Finalists for the MetLife/NASSP National Principal of the Year award will be selected from among eligible state principals of the year by a judging panel composed of national leaders in education, leaders of businesses related to education, and staff members of national educational associations. The panel's decision will be based on the written applications and the letters of recommendation. This distinguished panel of judges will interview the six national finalists, selecting two national winners, one middle level and one high school principal.

National Awards

The national honorees and finalists will be honored guests at the NASSP Convention in San Francisco, CA, February 25–27, 2011.

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

The 2011 MetLife/NASSP National Principals of the Year (one middle level and one high school) 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., a special school project and/or professional development opportunities).

Each 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).



MetLife/NASSP National Principal of the Year 2011 for Middle Level and High School Award Application

To be completed by the nominee

Please use a typewriter or computer to complete this application. You may download this application from www.principals.org/awards.

Check one: Middle Level High School

Please check all that apply. I heard about the MetLife/NASSP Principal of the Year program from:

- NASSP MetLife State affiliate office Friend
- Another principal Other _____

Name _____
(Title) First M.I. Last

NASSP Membership # _____

Job title _____ (eg., principal, headmaster)

School Name _____

School address _____
Street City State Zip

School phone _____ School fax _____

E-mail address _____

Home address _____
Street City State Zip

Home phone _____ Cell 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 students

_____ % Students on free/reduced lunches

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

School District

School district name _____

School superintendent _____

Name

E-mail address

Name of the assistant to superintendent _____

Name

E-mail address

School district address _____

Street

City

State

Zip

School district phone _____ School district fax _____

Professional Preparation/Education

Education

Institution

Dates of attendance

Degrees (no abbreviations)

Institution	Dates of attendance	Degrees (no abbreviations)

Professional experience *(Please limit to past 10 years using the most relevant positions.)*

Position

School

School system

Dates

Position	School	School system	Dates

Total number of years as a principal _____

Total number of years as a school administrator (including assistant/vice principal, central office, etc.) _____

Total number of years as principal in current school _____

Professional Growth

Please list a maximum of five examples in each area. List examples most pertinent and relevant to your professional growth. If you recreate the application, use no more space than what is allocated on this printed form for your responses.

1. Membership and offices in professional organizations

Dates

2. Community leadership: Membership, offices, and activities

Dates

3. Awards and honors

Dates

4. Publications, articles, and presentations

Dates

5. Professional development activities

Dates

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 cite data to demonstrate and support improved outcomes and success in three or more indicators provided in the selection criteria.)

Supporting Data

Each applicant is permitted, should he or she choose, to submit one page of data related to or supporting the essay responses. 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:

- Immediate supervisor or current superintendent, on district letterhead
- Fellow principal or assistant principal (at either level—middle or high school)
- Teacher from principal'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 authors of letters.

Recommendations Submitted:

	Name	Position
Immediate supervisor/current superintendent	_____	_____
Principal/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 NASSP and MetLife 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.

Signature*

Date

*Electronic signatures are not accepted.

Principal's Certification Form

(Must be completed by district superintendent)

The purpose of this form is to advise the principal's superintendent that the principal has been nominated to be a MetLife/NASSP National Principal of the Year. It also indicates that the superintendent understands the following obligations, opportunities, and responsibilities inherent in acceptance of the award.

- The state principals of the year will participate in the special Principal's Institute and Awards Banquet, October 20–23, 2010 in Washington, DC.
- NASSP, in a corporate partnership with MetLife, is responsible for Institute costs, hotel accommodations (for three nights), and meals during Institute 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 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 principal, will be the responsibility of the state principal of the year.
- The 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 principal of the year may generate occasional opportunities for speaking engagements at the state level as well as requests to visit the principal's school.
- Finalists for the National Principal of the Year will be flown to Washington, DC, for interviews in August 2010. Expenses for the principals, excluding incidentals, will be paid for by NASSP with funding by MetLife.
- The MetLife/NASSP National Principals of the Year and four finalists will attend the NASSP Convention in San Francisco, CA, February 25–27, 2011, and will be recognized at a general session. Convention registration, hotel accommodations (excluding incidentals) and travel will be paid for by NASSP with funding by MetLife.

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

as the MetLife/NASSP State Principal of the Year representing _____
State

Superintendent name (please print) _____

Signature* _____ School district _____

*Electronic signatures are not accepted.



Application Submission Checklist

- Review and meet the eligibility requirements
- Compose three essay responses (limited to two pages per question)
- Submit 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 the Principal's Certification Form

MetLife Resources, a division of MetLife, provides retirement plans and other financial services to healthcare, education, and not-for-profit organizations. Celebrating 140 years, MetLife is a subsidiary of MetLife, Inc. (NYSE: MET), a leading provider of insurance and financial services with operations throughout the United States and the Latin America, Europe, and Asia Pacific regions. Through its domestic and international subsidiaries and affiliates, MetLife, Inc. reaches more than 70 million customers around the world and is the largest life insurer in the United States (based on life insurance in-force). The MetLife companies offer life insurance, annuities, auto and home insurance, retail banking, and other financial services to individuals, as well as group insurance, reinsurance, and retirement and savings products and services to corporations and other institutions. For more information, please visit www.metlife.com/mlr.

In existence since 1916, The National Association of Secondary School Principals (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 programs of NASSP. For more information about NASSP, located in Reston, Virginia, visit www.principals.org or call 703-860-0200.



Award Application