

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



2014 MetLife/NASSP National
Principal of the Year
and 2013 State Principal
of the Year

Award Application

Sponsored by
MetLife

 **nassp**[®]
national association of
secondary school principals

“THE METLIFE/NASSP NATIONAL PRINCIPAL OF THE YEAR PROGRAM CELEBRATES PRINCIPALS SUCCESSFUL IN DEVELOPING AND PREPARING STUDENTS FOR A FULFILLING LIFE AND CAREER IN THE TWENTY-FIRST CENTURY. AT METLIFE, WE ARE HONORED TO CONTINUE OUR TWENTY-YEAR SPONSORSHIP RECOGNIZING OUTSTANDING PRINCIPALS FROM ACROSS THE COUNTRY.”

—**Derrick Kelson**

Vice-President, MetLife Workplace Initiatives

“NASSP IS PROUD TO RECOGNIZE SECONDARY SCHOOL PRINCIPALS EXHIBITING OUTSTANDING LEADERSHIP. THE PRINCIPALS WHO RECEIVE THIS HONOR ARE THE BEST FROM ACROSS THE COUNTRY, EACH PROVIDING A HIGH-QUALITY LEARNING ENVIRONMENT THAT REFLECTS HIGH EXPECTATIONS FOR STUDENTS AND STAFF. WE CONGRATULATE THEM FOR THEIR CONTINUING DEDICATION AND HARD WORK TO ENSURE THAT THEIR STUDENTS ARE COLLEGE AND CAREER READY.”

—**JoAnn Bartoletti**

Executive Director, NASSP



Award Application

2014 MetLife/NASSP National Principal of the Year for Middle Level and High School

The MetLife/NASSP National Principal of the Year 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 elements of 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.
- 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.

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

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 METLIFE/NASSP NATIONAL PRINCIPAL OF THE YEAR

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, family members, or staff of the NASSP Board of Directors or 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 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.
- Applicants must have served as a principal at one or more middle level or high schools for three complete years or longer.
- Candidates must complete the 2014 MetLife/NASSP National Principal of the Year application.

- Each candidate must be a principal or headmaster at a middle level or high school 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 and when the national winners are announced.
- Previous state and national winners are eligible to reapply for the award after a period of five years, regardless if a level change occurs.

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. All applicants must use the official MetLife/NASSP National 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 e-mail 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.

A complete list of state affiliates may be found at www.nassp.org/states or by calling 800-253-7746.

Important Dates

October 2012.....	2014 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.)
July 2013	2014 MetLife/NASSP National Principal of the Year finalists are announced
September 2013	2014 MetLife/NASSP National Principals of the Year are announced
September 18–21, 2013....	State Principals of the Year Institute and Awards Gala in Washington, DC

Principals 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 by state.

NASSP and MetLife will honor all state principals of the year at an Institute in Washington DC, September 18–21, 2013. 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 Selection

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 application, the data provided, 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 six selected national finalists each receive a \$1,500 grant. The 2014 MetLife/NASSP National Principals of the Year (one middle level and one high school) will receive an additional \$3,500 grant. All grants may only be used to improve learning at the school (e.g., a special school project and/or professional development opportunities).

The national honorees and finalists will be honored guests at one NASSP professional development conference/training in 2014, as determined by NASSP.

2014 MetLife/NASSP National 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 download this application from www.nassp.org/awards.

Check one: Middle Level High School

Name _____
(Title) First M.I. Last

NASSP membership # _____

Job title _____ (eg., principal, headmaster)

Total number of years as principal in current school _____

Total number of years as a principal _____

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

School name _____

School address _____
Street City State Zip

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

Home phone _____ Cell phone _____

School District

District name _____

Superintendent _____
Name E-mail address

Assistant to superintendent _____
Name E-mail address

District address _____
Street City State Zip

District phone _____ District fax _____

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 2009–10	SY 2010–11	SY 2011–12
List major ethnic or racial subgroups:			
Students with disabilities			
ELL/Limited English Proficiency			
Economically Disadvantaged			
Reading/ELA	SY 2009–10	SY 2010–11	SY 2011–12
List major ethnic or racial subgroups:			
Students with disabilities			
ELL/Limited English Proficiency			
Economically Disadvantaged			

Professional Preparation/Education

Education

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

Professional Growth

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

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

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 and certify that the essay responses submitted are my own work. 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 (Electronic signatures not accepted)

Date



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 for the MetLife/NASSP National Principal of the Year award. 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 Principals Institute and Awards Gala, September 18–21, 2013 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 NASSP 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 July 2013. 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 one NASSP professional development conference or training in 2014. 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 State Principal of the Year representing _____
State

Superintendent name (please print) _____

Signature _____ School district _____
(Electronic signatures not accepted)

Essay Questions

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 responses, 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:

- 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.

Application Submission Checklist

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



2014 MetLife/NASSP
National Principal of the Year
Award Application

MetLife

Metropolitan Life Insurance Company
One Madison Avenue, New York, NY 10010-3690

MetLife Resources (MLR) is a division of Metropolitan Life Insurance Company (MetLife) that specializes in providing retirement products and services to nonprofit healthcare providers, schools, institutions of higher education, associations, foundations, and government organizations.

MetLife, Inc. is a leading global provider of insurance, annuities and employee benefit programs, serving 90 million customers in over 60 countries. Through its subsidiaries and affiliates, MetLife holds leading market positions in the United States, Japan, Latin America, Asia Pacific, Europe and the Middle East. For more information, visit www.metlife.com/mlr.



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 45 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.

PRINCIPAL OF THE YEAR - 2013
Optional Addendum to NASSP Application

Name of Applicant _____ Position _____

School _____

NOTE: This form is optional and is intended simply to provide candidates with an opportunity to expand upon information that was submitted in the NASSP application. Because the NASSP application limits candidates' responses under the "Professional Growth" section, CAS would like to provide candidates with an opportunity to list additional professional activities and accomplishments if they so desire. Any information submitted on this form will not be forwarded to NASSP should the candidate completing the form be selected as the state winner.

1. Membership and Offices in Professional Organizations *(please include dates):*

2. Community Leadership—Membership, Offices, and Activities *(please include dates):*

3. Awards and Honors *(please include dates):*

Send with application and 4 letters of recommendation by January 7, 2013 to:

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