

Outstanding Practicing Principal Nomination Form

Nomination must be received by **September 30.**

NOMINEE INFORMATION:

Name, Position:

School Name:

District Name:

School's Address:

School's Phone Number:

Fax Number:

NOMINATOR INFORMATION:

Name, Position:

School Name:

Contact Phone Number:

Phone Type:

Cell

Work

Home

Your Email Address:

SCHOOL DISTRICT INFORMATION:

Superintendent's Name:

District Name:

School District Address:

Superintendent's Phone Number:

Superintendent's Email Address:

This nomination is being submitted WITHOUT the knowledge of the nominee. I hereby agree that as a condition of participation in this program, I grant MEMSPA the authority, after adequate notification, to publish in part or whole any essay answers contained in this application.

Nominator's Name:

Signature:

Criteria for Selection

The following represents a compilation of criteria that should be used as a guide in selecting MEMSPA's Outstanding Practicing Principal.

- The individual must be an on-line principal of a school in which a commitment to excellence is clearly evident, in which programs have been designed to meet the academic and social needs of all students, and in which community ties with parents and local business organizations have been firmly established.
- There should be evidence of outstanding contributions to the well-being of the educational community including:
 - Ways in which curriculum, staff morale, community support, student interest, and the learning environment have benefited from the principal's leadership;
 - Ways in which the principal provides creative leadership in inspiring and motivating teachers and others to achieve and contribute to the school environment;
 - Examples of service or achievements above and beyond what is expected in the usual school program;
 - How others have recognized the principal as a force for constructive change.

The nominations for MEMSPA's Outstanding Practicing Principal Award will be judged on and should show evidence of the following factors:

<p>Instructional Leadership</p> <ul style="list-style-type: none"> • Supervision of instruction • Monitoring student progress and achievement • Curriculum development • Staff development/in-service of staff 	<p>Student Relations</p> <ul style="list-style-type: none"> • Student motivation • Student recognition • Student management/discipline • Citizenship 	<p>Staff Relations</p> <ul style="list-style-type: none"> • Shared leadership • Staff recognition • High expectations • School culture
<p>Parent Relations</p> <ul style="list-style-type: none"> • Volunteers • Special projects • Communications/public relations 	<p>Personal/Professional Growth</p> <ul style="list-style-type: none"> • Involvement in professional organization • Personal/professional education 	<p>Civic & Community Participation</p> <ul style="list-style-type: none"> • Community Involvement • Civic Organizations

This award is presented to the administrator who qualifies as one of the outstanding practicing elementary or middle school principals in the State of Michigan. This award will be presented, as a surprise, at the MEMSPA Annual Conference. The award winner will represent MEMSPA at the NAESP National Distinguished Principals Awards in Washington, DC the following year.

Guidelines & Important Facts to Know

The MEMSPA Outstanding Practicing Principal award is presented annually to a practicing elementary or middle school level principal selected by the MEMSPA OPP Selection Committee from information received.

The person selected to receive this award automatically becomes MEMSPA's selection to the National Association of Elementary School Principals National Distinguished Principal Awards Program that takes place the following year. If this person should retire in the year of the National Distinguished Principal Award, they will not qualify for the NDP award.

These awards are designed to recognize outstanding principals whose contributions to the profession are exemplary and recognized by their peers and communities alike. The program honors principals who have exhibited extraordinary leadership, commitment to their students and faculty, service to their communities and contributions to the overall profession, including their professional associations.

Guidelines for the selection of the Outstanding/National Distinguished Principal:

1. Nominee must be a current member of MEMSPA/NAESP and have been a member for the past three years.
2. Nominee must have a minimum of five years as a practicing elementary or middle level principal.
3. Nominee must be a practicing elementary, middle level principal during the year of nomination and the year of the award.
4. Nominee must not be a member of the MEMSPA awards committee.
5. All applications for Outstanding Practicing Principal will be held by the MEMSPA state office for consideration for at least two years.

Nomination Materials:

1. Nomination & Supporting Information Forms
2. Letter of application on behalf of your nominee of not more than 500 words describing the person nominated to receive the award.
3. Letters of support from (a) immediate supervisor or current superintendent, on district letterhead; (b) fellow building administrator (could be from another district); (c) teacher or current staff; (d) parent; and (e) business/community/government leader.

Letters should, using the selection criteria, describe the nominee's greatest contributions, accomplishments, and successes as a building administrator in one or more of the areas of Instructional Leadership; Student Relations; Staff Relations; Parent Relations; Personal/Professional Growth; and Civic & Community Participation. Please be certain all criteria factors are covered in the letter in total.

It is important to NOT inform your nominee of the nomination. This award is kept secret and is announced in a fitting manner at the MEMSPA Leadership Awards Banquet at the Annual State Conference. Surprise is just a part of the impact of this award, that adds a special element of excitement to the presentation.

Nomination—Supporting Information

Nominee's Name:

Please confine your answers below or a maximum of 200 words per category. You may use separate pages as MEMSPA realizes that this form is insufficient in size to accommodate complete supporting information.

Nominee's Educational Background:
Nominee's Teaching & Administrative Experience:
Evidence of Instructional Leadership (supervision of instruction; monitoring student progress and achievement; curriculum development; staff development/in-service of staff)
Evidence of Student Relations (student motivation; recognition; management/discipline; citizenship)
Evidence of Staff Relations (shared leadership; staff recognition; high expectations; school culture)
Evidence of Parent Relations (volunteers; special projects; communications/public relations)
Evidence of Personal/Professional Growth (involvement in MEMSPA/NAESP/Other Professional Organizations; personal/professional education)
Evidence of Civic & Community Participation: (community involvement; civic organizations)
Awards and Honors (include dates):

Remember that this information is in addition to the signed supporting letters.

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