

Principal of the Year Nomination Form

Nominations must be received by September 30.

NOMINEE INFORMATION:

Name, Position: _____

School Name: _____

District Name: _____

School's Address: _____

School's Phone Number: _____ Fax: _____

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 Principal of the Year.

- The individual must be a 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 Principal of the Year Award will be judged on and should show evidence of the following factors:

<p>A. Contributions To the Well-Being of the Educational Community ...that this principal's leadership has benefited curriculum, staff morale, community support, student interest, and the learning environment</p>	<p>B. Contributions to a Positive Environment/Motivating and Inspiring Others ...that this principal provides creative leadership in inspiring or motivating others to achieve and contribute in a positive way to the school environment.</p>	<p>C. Service and Achievements ...that this principal's service and achievements go above and beyond what is expected in the usual school program</p>
<p>D. Recognition of Leadership by Others ...that this principal is seen as a force for constructive, positive change and is respected by his/her students, colleagues, parents, and community members</p>	<p>E. Service to Community ...that this principal has actively fulfilled useful roles in his/her community, distinguishing himself/herself as a leader in civic, religious, or humanitarian activities as well as in school</p>	<p>F. Orderly and Purposeful School Leadership ...that this principal has shown strong educational leadership and has operated an orderly and purposeful school, setting high expectations for school, staff, and students.</p>
<p>G. Student Achievement ...that this principal has shown strong educational leadership, leading to increased or consistently high levels of student achievement.</p>		

This award is presented to the administrator who qualifies as one of the outstanding practicing elementary or middle level 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 Principal of the Year award is presented annually to a practicing elementary or middle level principal selected by the MEMSPA 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 MEMSPA Principal of the Year:

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.
4. Nominee must not be a member of the MEMSPA Selection Committee.
5. All applications for MEMSPA's Principal of the Year 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 listed. 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

Please confine your answers below to a maximum of 200 words per category. Please use additional pages if more space is needed.

Nominee's Educational Background:
Nominee's Teaching & Administrative Experience:
Evidence of Contributions to the Well-Being of the Educational Community:
Evidence of Contributions to a Positive Environment/Motivating and Inspiring Others:
Evidence of Service and Achievements:
Evidence of Recognition of Leadership by Others:
Evidence of Service to Community:
Evidence of Orderly and Purposeful School Leadership:
Evidence of Student Achievement:
Awards and Honors (include dates):

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

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