

2015-2016 Outstanding Assistant Principal Achievement Award Nomination Packet

The Outstanding Assistant Principal Achievement Award recognizes exemplary assistant principals for their contributions to their schools and communities. The program honors assistant principals who have utilized teamwork and leadership skills to increase student performance, and promote safe learning environments, often through establishing partnerships with parents and community members. Each district nominates one assistant principal.

As you consider nominations, please include high performing, effective leaders from a variety of school environments. For example, leaders representing charter schools, Blue Ribbon schools, Title I schools, and traditional public schools are eligible.

Timeline for Selection of 2015-2016 Outstanding Assistant Principal Achievement Award Recipients

Summer 2015 Distribution of nomination packets to superintendents and district program coordinators

November 16, 2015 Complete nomination packets must be electronically sent to EdRecognition@fldoe.org by this date

November/December 2015 Selection committee reviews district nominee packets

January 2016 Finalists of Outstanding Assistant Principal Achievement Award announced

In the event a district nominee is selected as a finalist for the 2015-2016 Outstanding Principal Achievement Award, the Florida Department of Education will notify the district superintendent.

Nomination Procedures

The following requirements must be met in nominating a candidate for the 2015-2016 Outstanding Assistant Principal Achievement Award.

1. Prior to November 16, 2015, participating districts must select one candidate. The method and materials used to select the candidates may vary according to the district's procedures.
2. **Nominations will only be accepted from an individual district superintendent or those who collaborate in a consortium. Nomination should be made without regard to race, age, gender, national origin, religious affiliation or disability.**
3. Each district superintendent may nominate one candidate. Each candidate is required to have served his/her current school for the entire school year for which he/she is being nominated.

Application materials:

Each application must include the following materials:

- Enclose **two letters of recommendation. Each letter must not exceed two pages in length.** One of the letters must be prepared by his or her supervising principal. Additional letters may be prepared by another assistant principal, a district superintendent or designee, a colleague, parent, university professor, or teacher leader.
- **No more than two recommendation letters will be accepted.**
- **Email one recent color high-quality, professional, digital photo (jpg or eps file).** Casual snapshots, photos with props, scanned photos and other non-quality produced photographs are not acceptable.
- **A completed nomination packet for the nominee with a cover letter from the district superintendent verifying that the nominee has been selected to represent the district for the 2015-2016 Outstanding Assistant Principal Achievement program.**

Submitting the application:

- **Submit a completed nomination packet for the nominee with a cover letter from the district superintendent verifying that the nominee has been selected to represent the district for the 2015-2016 Outstanding Assistant Principal Achievement Award program.**
- **Each district nominee must complete and submit the state of Florida's Substitute W9 Form online at <http://www.myfloridacfo.com/aadir/docs/W-9Instructions022212.pdf>. Paper copies will not be accepted. One of the following confirmations must be included in the individual's nomination packet submission: confirmation page which indicates that the 10-step process has been successfully completed; or the print screen page of the W9 Form. Please ensure that that you remove the Social Security number prior to forwarding these documents.**

Monetary Awards

Based upon availability of funds appropriated by the Florida Legislature for this purpose, the Florida Department of Education presents awards to each district winner, finalist and recipient of the 2015-2016 Outstanding Assistant Principal Achievement Award.

Instructions for Completing Sections I and II of the Application for the 2015-2016 Outstanding Assistant Principal Achievement Award:

Respond to the following four sections. **Responses must be typed utilizing a font not smaller than 11 point.** Begin each section on a new page. At the top of the page, specify the section number, title, question(s) posed and page limit information. (A sample header should read as follows: **“I. Educational History and Professional Activities. Two pages.”**) If the section allows more than one page for the response, the subsequent pages need only be identified with the section number.

Limit your answers to the number of pages requested in each section. In fairness to all nominees, only the number of pages requested will be reviewed.

I. Curriculum Vitae

(Limit response to two pages)

Attach a copy of your curriculum vita.

II. Leadership for Student Learning

(Limit response to five double-spaced page)

Considering the data from your school since you started, what is the story of your school and what role have you played in that story?

Nomination Form

Name of District Assistant
Principal Achievement
Award Nominee

School District

Name of District
Program Coordinator

District Program Coordinator's
Address

District Program Coordinator's
Telephone Number

District Program Coordinator's
Email Address

Packets must be postmarked on or before Monday, November 16, 2015

I acknowledge that this nomination is submitted with my approval and that the nominee has received high performance ratings and is well qualified to receive this award.

Signature of Superintendent

Application Form

(This form must be completed by nominee. All information must be typed.)

Name _____ Social Security Number ____ - ____ - _____

Home Address _____

City _____ Zip _____ Home Telephone ____ - ____ - _____

School _____

School Address _____ City _____ Zip _____

Nominee's School Email Address _____

School Telephone ____ - ____ - _____ School Fax ____ - ____ - _____

Principal's Telephone ____ - ____ - _____

Total Years Experience as Assistant Principal _____

Number of Years in Present Position _____

Signature of Nominee

Date