

# ***IASP ASSISTANT PRINCIPAL OF THE YEAR***

## ***Nomination and Selection Process***

### **Section A. Blue Ribbon Awards Committee**

The Blue Ribbon Awards Committee annually seeks nominations for our *Assistant Principals of the Year* programs. The intent is to recognize outstanding elementary, middle, and high school assistant principals.

### **Section B. Criteria for Nominees**

*What are the criteria for nominees?*

- Nominee must be a current member of the Indiana Association of School Principals for one full year prior to nomination.
- Nominee must hold a valid administrator's license.
- An administrator planning retirement at the completion of this school year is not eligible.
- Nominee must have completed a minimum of two (2) years as a building assistant principal to be nominated as a *District Assistant Principal of the Year*.

### **Section C. Desired Characteristics of a Nominee**

*What are the characteristics desired of a nominee?*

- Nominee should have memberships in and be actively involved in additional professional organizations.
- Nominee should have evidence of personal community involvement.
- Nominee should have evidence of involving the community in school activity.
- Nominee should have evidence of personal involvement in the implementation and/or support of successful programs in the school.
- Nominee should provide evidence of working with teachers to implement and /or support programs, which improve student learning.
- Nominee should provide at least one example of being a risk taker to improve some aspect of the school.
- Nominee should have evidence of his or her role in ensuring a positive school climate which reflects high student and staff morale.
- Nominee planning retirement at the completion of this school year is not eligible.

## **Section D. Timelines for the Process**

*What are the timeline for this process?*

- Nomination form is due to the IASP office no later than February 3, 2012
- Nominations will be sent to the districts for selection of district winner no later than March 1, 2012.
- District winner's names are due to the IASP office no later than April 27, 2012
- Blue Ribbon Awards Committee will screen all district recommendations in the summer. The Blue Ribbon Committee consists of all district and state winners from 2010 and 2011.
- State winners will be announced at the Assistant Principal Conference...

## **Section E. Nominations Procedures**

*Who can nominate an assistant principal?*

- Anyone (fellow administrators, teachers, parents, etc.) You may even submit your own name! Some of you may not realize that neither national organization will allow us to submit state winners that are not returning to a school the following year. Therefore, administrators retiring at the end of this school year are not eligible.

## **Section F. Awards**

A Blue Ribbon Awards Committee then scores all district winners to identify one each of the following:

- Indiana Elementary Assistant Principal of the Year
- Indiana Middle School or High School Assistant Principal of the Year

**This information should be completed and mailed to the IASP office,**

**11025 East 25<sup>th</sup> Street, Indianapolis, Indiana 46229  
no later than February 3, 2012**

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