

# NJASA Central Office Administrator of the Year

## Eligibility

All active members of NJASA (excluding superintendents) for at least two consecutive years (including the current school year) are eligible to be nominated for the Central Office Administrator of the Year Award.

## Award Selection, Notification & Recognition

- Award recipients will be selected by a statewide judging panel representative of NJASA member representatives.
- The judging panel will select one district level administrator to receive this award. Nominators will be notified of nominees' award status in early May.
- Award recipients will be recognized at NJASA's Annual Spring Leadership Conference recognized in NJASA's print and Web publications, and other appropriate media.

## Guidelines

- Note: Only one nominee per school district will be accepted.
- Award nominations may be submitted by any NJASA member on behalf of a fellow member. Self nominations are also accepted. Note: The nominee must be an active NJASA member for at least two consecutive years, including the current school year.
- Nominations must be submitted on the official application form. A maximum of five additional pages of supporting materials may be submitted to further enhance the application.
- A letter of recommendation written by an NJASA Member must accompany the application.

## Submitting a Nomination

Complete the application and forward to the NJASA office, along with the required letter of recommendation, and any supporting materials (no more than five pages) as follows:

Submit Electronically to: [NJASAExecutiveDirector@gmail.com](mailto:NJASAExecutiveDirector@gmail.com).

Submit by Mail to: NJASA Executive Director, 920 West State Street, Trenton, NJ 08618.

## Miscellaneous Notes

- All applications become the property of NJASA. No material will be returned unless requested by the nominator.
- When completing the application, please write clearly and give specific examples as to how the nominee has accomplished or addressed a particular criteria area.

**Applications not submitted in accordance with the stated guidelines will be disqualified.**