



National Outstanding Assistant Principal of the Year Award Program (2018-2019)

A Program to Honor Assistant Principals in Elementary and
Middle Level School Leadership

The Michigan Elementary and Middle School Principals Association (MEMSPA) and the National Association of Elementary School Principals (NAESP) are committed to preparing assistant principals to step into the principal role. Recognition for the exceptional leadership of men and women who are responsible for the day-to-day operations of PreK-8 schools instills pride in their accomplishments and reinforces their leadership in helping children develop a lifelong love of learning.

**** Criteria****

- Applicant **must be a member of MEMSPA/NAESP** at the time of nomination and must maintain membership through June 30, 2019.
- Applicant must be an active assistant principal at the time of nomination.
- Applicant must be an active assistant principal for at least two years.
- Applicant must contribute to the well-being of the educational community.
- Applicant must contribute to a positive and motivating environment for others.
- Applicant must have a strong record of service (in both school and community) and be recognized as a leader.
- Applicant must exhibit exceptional leadership in a particular school program and/or is heavily involved in finding a solution to a problem faced by the school.



**** Process ****

Nominations for this award will be submitted to the Michigan Elementary and Middle School Principals Association. Winner will be awarded full registration to NAESP's annual conference and will be honored at the conference (July 2019) and awarded full registration for the MEMSPA Summer Leadership Institute (July 30 & 31). A roster of award winners will be featured on the NAESP Website. Michigan's honoree will be featured on the MEMSPA website and honored at the SLI.

Applications must be submitted to MEMSPA by November 30, 2018. Honoree will be announced on January 31, 2019.

**** 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 award.
3. Letters of support from (a) the nominee's supervisor; (b) a teacher; (c) a fellow administrator; and (d) a parent/civic/community member.

Letters should, using the selection criteria, describe the nominee's greatest contributions, accomplishments, and successes as an assistant principal in one or more of these areas: contributes to the well-being of the educational community; contributes to a positive and motivating environment for others; exhibits a strong record of service in both school and community; exhibits exceptional leadership in a particular school program; and heavily involved in finding solutions to problems faced by the school.

Questions? Call Annette Erickson at the MEMSPA office at (517) 694-8955.

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Honoree will be announced on January 31, 2019.

Fax to (517) 694-8945 or email annette@memspa.org.

National Outstanding Assistant Principal of the Year Award Program

Nomination Form

Nominee's Name	
Home Address	
Personal Email	

Cell Phone#	
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School Name	
School Address	
School Email	

District	
Principal	
School Phone	

Submitted by (name)	
Title	
Email	

Cell Phone#	
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_____ Total # of Years as an Assistant Principal

_____ # of years in current position

Professional Information (List by most recent, excluding current position/school)

Position	Name and Location of School	Dates

Professional Preparation (List by most recent)

Degree	Name and Location of Institution	Dates

Application and accompanying documentation must be submitted to MEMSPA no later than November 30th.

Fax application to (517) 694-8945 or email to annette@memspa.org.

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Nominee's Name

School's Grade Configuration

School Enrollment

Professional Activities, Awards, and Honors

Name of Professional Organization

Offices Held/Awards Received

Dates

Name of Community Organization

Offices Held/Awards Received

Dates

Two Most Significant Accomplishments as an Assistant Principal

1)

2)