

Hinds County Administrator of the Year

Information Form (to be completed by nominated Principal)

Nominee Name _____

School _____

Home Address _____

City _____ Zip _____

Years Administrative Experience _____ Years Educational Experience _____

Years in Present Position _____

Please Note

- Submit one copy of requested materials via email to jmason@hinds.k12.ms.us.
- Provide all information requested. Do not change or add to the information form in any way.
- Limit your answers to the number of pages requested in each section. In order to provide all nominations with an equal opportunity, only the number of pages requested will be accepted. Any additional pages and/or materials submitted cannot be presented to the selection committee.

I. Educational History and Professional Development Activities. Please outline your educational history and include elements from the five areas listed below. You may include a resume in lieu of a separate listing. – (limit to three double-spaced pages)

- A. List colleges and universities attended including post-graduate studies. Indicate degrees earned and dates of attendance.
- B. List administrative employment history indicating time period and level.
- C. List professional association memberships including information regarding offices held and other relevant activities.
- D. List awards and other recognition of your educational career.
- E. List professional development activities you have conducted and those in which you have participated.

II. Philosophy of Education –Describe your personal feelings and beliefs about education, including your own ideas of what makes you an outstanding administrator. Describe your most rewarding professional experience (limit to two double-spaced pages).

III. Accomplishments – Describe a successful program, practice or initiative that you have implemented as a school administrator (limit to two double-spaced pages).