

# Assistant Principal of the Year Nomination Form

Assistant Principal Nominated: \_\_\_\_\_

School: \_\_\_\_\_

Nomination Submitted by:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
School and Position (if applicable)

Using the attached selection criteria as a guide, please indicate why you feel this person should be selected as the Hinds County School District Assistant Principal of the Year. Please complete this nomination narrative below or on an attached page and return it to James Mason via email ([jmason@hinds.k12.ms.us](mailto:jmason@hinds.k12.ms.us)) or fax (601-857-2003). Nomination form should not exceed one page double-spaced. Multiple nomination forms for the same person will be considered.

## **Selection Criteria (as used by NASSP for national award winners)**

### **Collaborative Leadership**

- Involves teachers, staff members, parents, students, and the community in achieving the goals of the school
- Provides direction or focus to achieve the school's goals as a member of the school's leadership team
- Models continuous professional growth
- Teaches, coaches, and assists others in professional development that focuses on student learning
- Balances management tasks with instructional leadership tasks
- Utilizes effective problem-solving techniques

### **Curriculum, Instruction, and Assessment**

- Improves teaching and learning by implementing programs and improvement efforts
- Observes, supervises, and evaluates teachers and instructional programs to maximize the learning opportunities for every student
- Analyzes multiple sources of data to improve instructional practices and outcomes
- Demonstrates knowledge of learning, teaching, research, and programs that maximize student performance
- Facilitates in developing and maintaining co-curricular programs that complement the curriculum while fostering students' academic success

### **Personalization**

- Assists in establishing and maintaining a positive school climate that reflects high student and staff morale
- Interacts professionally and tactfully with others
- Assists in creating structures that enable teachers to develop an appreciation for each student's abilities
- Acknowledges achievement or accomplishments of students and teachers
- Communicates effectively orally and in writing
- Models values, beliefs, and attitudes that inspire others to higher levels of performance
- Assists in developing and maintaining dialogue with representatives of diverse community groups

**\*\*Please note that all nominees must have completed a minimum of one year as an assistant principal in Hinds County School District to be eligible for consideration.\*\***