



**2009 NASSP/Virco**  
National Assistant  
Principal of the Year



Award Application



Sponsored by:

*Equipment for Educators*

NATIONAL ASSOCIATION  
OF SECONDARY SCHOOL  
**PRINCIPALS** 



“ Effective school leaders are called upon every day to make difficult decisions about what's best for students. No Child Left Behind has helped us take an honest look at our schools and just how far we have to go. In this effort, assistant principals play an integral role—helping to maintain positive and productive learning environments where every student can thrive. ”

—**Secretary Margaret Spellings**  
*U.S. Department of Education*

“ Virco salutes assistant principals for their hard work and dedication. We're proud to sponsor the NASSP/Virco National Assistant Principal of the Year Program. ”

—**Larry O. Wonder**  
*Vice President of Sales, Virco Inc.*

“ NASSP and our partner Virco are proud to recognize our nation's outstanding secondary school assistant principals. We know that the key to a school's success lies with its leadership. The assistant principals we honor in this program represent the best of the best, and we are pleased to salute them for their hard work and efforts. ”

—**Gerald N. Tirozzi**  
*Executive Director, NASSP*

# Award Application

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## 2009 NASSP/Virco

# National Assistant Principal of the Year

### **Selection Criteria**

Each candidate will demonstrate success in the following areas:

#### **Collaborative Leadership**

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- Involves teachers, staff members, parents, students, and the community in achieving the goals of the school and district
- 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 available technology tools for school management and operation fostering collaboration and communication to effectively solve problems within the school community.

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

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- 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 cocurricular programs that complement the curriculum while fostering students' academic success
- Contributes to make certain all students have access to challenging courses and support mechanisms
- Leads in the use of available technology for management and delivery of instruction as well as the advancement of adaptation of learning, invention, and creativity.

#### **Personalization**

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- 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
- Leads in the use of available technology to meet the unique learning needs of each student.

## Eligibility

Any assistant principal or equivalent (e.g., vice principal, associate principal, or dean) of a public or private middle level or high school is eligible to be a National Assistant Principal of the Year candidate.

Middle level and high schools are defined as those that serve students at grade level 6 and above. **Applicants must be members of NASSP and their state affiliate association.**

All applicants must have been in an assistant principalship at one or more middle level or high schools for a minimum of two years.

All candidates must complete the NASSP/Virco National Assistant Principal of the Year Award Application. Each candidate must be an assistant principal at the time of selection as State Assistant Principal of the Year. For national finalists, these conditions must also be met at the time of the National Assistant Principal of the Year interviews in February and throughout the year of his or her term.

The program is designed to recognize the outstanding leadership of active, on-line assistant principals. It is not recognition of service at retirement or a program to reward current state or national leaders. Current members of the NASSP Board of Directors are ineligible.

## Procedures

Selection of state honorees is made by the administrator association of each state, the District of Columbia, and the Department of Defense Education Activity. State winners are selected from applications submitted to the state associations.

Each state association determines its own selection schedule and announcement date. Applicants must contact their state association to inquire on its deadline. A complete list of state affiliates may be found on the NASSP Web site at [www.principals.org/states](http://www.principals.org/states) or by calling 800-253-7746, ext. 308.

Candidates for the national award must fully complete the Award Application. All applications should be typed or computer generated in an easy-to-read font that is no smaller than 11 points. If the applicant creates an application document rather than using the prepared form, the space allocated for each response must be exactly the same as the space provided on the application form. Directions and questions must also be included on forms that are applicant generated (i.e., the application form and the one that is generated must be identical).

The National Assistant Principal of the Year will be selected from among the eligible state winners and will be announced at the NASSP Convention.

## Important Dates

**As determined by states**.....Deadline for applications to state affiliate offices (States announce their winners as selections are made.)

**January 2009**.....National Assistant Principal of the Year finalists announced

**February 27, 2009** .....Finalists interviewed at NASSP Convention for national award consideration

**February 28, 2009**.....Announcement and presentation of national award at NASSP Convention by Virco Inc.

**April 24–26, 2009**.....State and National Assistant Principals' Forum and Awards dinner in Washington, D.C.

## **Letters of Recommendation**

All applicants are required to submit a total of four letters of recommendation, in original form, one from each of the following:

- Applicant's current principal, or immediate supervisor, on school letterhead
- Fellow assistant principal (at either level—middle or high school)
- Teacher from the applicant's current staff
- Student, parent, or business/community/government leader

Each letter should focus on one or more of the selection criteria and should reflect the writer's assessment of the candidate's eligibility based on the performance indicators outlined in the selection criteria. Each letter should address those indicators that reflect the scope of the writer's firsthand knowledge of the candidate's demonstrated excellence in a particular area; therefore, each letter is not required to address every performance indicator.

Each letter must be limited to the front side of one 8½" x 11" sheet of paper, with at least 1" margins and a font size no smaller than 11 points. Letters that exceed one page will not be considered.

NASSP will not release letters of recommendation to any party without express authorization from the author and the applicant.

## **Judging**

Each state is responsible for selecting its own State Assistant Principal of the Year from the applications submitted to the state office. Three finalists for the National Assistant Principal of the Year will be selected from eligible state winners by a judging panel composed of leaders in education, business leaders related to education, and staff members of national educational associations. Their decision is based on the written applications and letters of recommendation.

A second panel of judges will select the National Assistant Principal of the Year from the three finalists. Interviews conducted by the panel will take place during the NASSP Convention.

## **State and National Assistant Principals' Forum**

Each State Assistant Principal of the Year will be recognized and honored by his or her state association. The nature of the recognition varies from state to state. NASSP and Virco Inc. will honor all State Assistant Principals of the Year at a Forum and Awards Banquet in Washington, D.C., April 24–26, 2009. This event will salute assistant principals and provide an opportunity for them to share their experience and expertise with each other.

## **National Recognition**

National finalists will be the honored guests of NASSP and Virco Inc. at the NASSP Convention in San Diego, February 27–March 1, 2009. Travel, hotel, and Convention registration will be paid for by NASSP from funding by Virco Inc. The National Assistant Principal of the Year will receive an award of \$5,000 which may only be used to improve learning at the school (e.g., special school projects and/or professional development).

# 2009 NASSP/Virco National Assistant Principal of the Year Award Application

Please use a typewriter or computer to complete this application. You may download a PDF version of this application at [www.principals.org/awards](http://www.principals.org/awards) or [www.virco.com](http://www.virco.com).

Applicant's Name \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Title First M.I. Last

NASSP Membership # \_\_\_\_\_ Job Title \_\_\_\_\_

School Name \_\_\_\_\_

School Address \_\_\_\_\_ / \_\_\_\_\_  
Street City

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
State Zip County

Phone (\_\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_\_) \_\_\_\_\_

E-mail Address \_\_\_\_\_

## School Demographics

Enrollment \_\_\_\_\_ Grades \_\_\_\_\_

Check one:  Urban  Suburban  Rural Number of Assistant Principals \_\_\_\_\_

\_\_\_\_\_ % of students in your school classified as special education students

\_\_\_\_\_ % of students in your school classified as ESL or limited-English students

\_\_\_\_\_ % Students on free/reduced lunches

Approximate racial/ethnic composition of the students in your school (**to total 100%**)

\_\_\_\_\_ % American Indian or Alaska Native

\_\_\_\_\_ % Native Hawaiian or Other Pacific Islander

\_\_\_\_\_ % Asian

\_\_\_\_\_ % White

\_\_\_\_\_ % Black or African American

\_\_\_\_\_ % Other (Specify)

\_\_\_\_\_ % Hispanic or Latino

## School District

Superintendent's Name \_\_\_\_\_

District Name \_\_\_\_\_

District Address \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Street City State Zip

Email \_\_\_\_\_ Phone \_\_\_\_\_

## Education

Degree Earned	Date	College/University	Location
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## Professional Experience

Total Years in Education \_\_\_\_\_ Total Years of AP Experience \_\_\_\_\_

List Chronologically:

Position	School	Subject Taught	School System	Dates
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## Professional Growth

For each area, please list three examples of professional growth from the past five years and include the date of participation. Confine your answers to the space provided.

Membership and offices in professional organizations	Date
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Community leadership—Membership, offices, and activities	Date
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Awards and honors	Date
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Professional development activities	Date
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## **Essay Questions**

Using the selection criteria as a guide, please respond to the following essay questions on separate sheets of paper and staple to the completed application. Each answer must be double-spaced and confined to one side of two 8½" x 11" sheets of paper (using 1" margins). Use an easy-to-read font, point size 11.

### **Collaborative Leadership**

Describe in detail how you have demonstrated success in three or more of the indicators provided. Provide data or specific examples to support current and previous success levels.

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

Describe in detail how you have demonstrated success in three or more of the indicators provided. Please cite specific examples.

### **Personalization**

Describe in detail how you have demonstrated success in three or more of the indicators provided. Include data or specific examples such as improved academic outcomes, reduced disciplinary referrals, etc.

## **Acknowledgment of Terms**

I have read and understand the rules outlined in this application. I agree to abide by these rules, and I grant Virco Inc. and NASSP the authority, after adequate notification, to publish in part or whole any information contained in this application and to use my name and likeness for publicity and other promotional purposes related to the program.

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Applicant's Signature

Date

# Assistant Principal's Certification Form

*(Must be completed by the applicant's current principal and district superintendent)*

The purpose of this form is to advise the assistant principal's current principal and district superintendent that he or she has been selected by the state affiliate association as a State Assistant Principal of the Year and has been nominated for consideration as the 2009 NASSP/Virco National Assistant Principal of the Year. It also indicates that both the principal and district superintendent understand the following obligations, opportunities, and responsibilities inherent in acceptance of the award.

- State assistant principal of the year winners will participate in the Assistant Principal's Forum and Awards Banquet held annually to honor all the state assistant principals of the year. NASSP, through funding provided by Virco Inc., is responsible for Forum costs, hotel accommodations (for 2-nights), and meals during Forum hours for the honoree. NASSP is not responsible for travel expenses for state winners. Travel and incidental expenses for state winners are the responsibility of the state assistant principal of the year, the honoree's school or school district, or the state association. Incidental expenses as well as travel, some meals, and entertainment for a spouse or guest of the assistant principal will be the responsibility of the state assistant principal of the year.
- The assistant principal may receive limited requests to represent the National Association of Secondary School Principals on national committees. Costs are borne in most instances by NASSP or the sponsoring party.
- Publicity for the state assistant principal of the year may generate occasional opportunities for speaking engagements at the state level, as well as requests to visit the assistant principal's school.
- The National Assistant Principal of the Year finalists will attend the annual NASSP Convention in San Diego, California, February 27–March 1, 2009, where interviews will be conducted and recognition will be given at a general session. Convention registration, hotel accommodations, excluding incidentals, and travel will be paid for finalists by NASSP with funding provided by Virco Inc.

This certifies that I acknowledge and endorse the nomination of \_\_\_\_\_  
Nominee's name

as the NASSP State Assistant Principal of the Year representing \_\_\_\_\_  
State

\_\_\_\_\_  
Principal name (please print)

\_\_\_\_\_  
District Superintendent name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
School district

## Application Submission Checklist

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- Review and meet the eligibility requirements
- Complete Essay Questions (2 pages per question)
- Include the four required letters of recommendation (limited to one page per letter)
- Sign the Acknowledgment of Terms
- Complete Assistant Principal's Certification Form



*Equipment for Educators*

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After getting started over 58 years ago in southern California with a single customer, Virco Inc. has become America's leading manufacturer and supplier of furniture and equipment for the K–12 market. The company's extensive product selection includes the best-selling, ergonomically supportive ZUMA® classroom furniture collection, as well as the all-new Metaphor™ and Telos™ classroom furniture lines. In addition to supplying thousands of satisfied customers with popular furniture items, Virco's industry-leading resource-recovery and recycling program has been repeatedly honored by local, state, and national organizations. In 2003, the United States Environmental Protection Agency recognized Virco Inc. as a charter member of its WasteWise Hall of Fame. And in 2006, Virco introduced the classroom furniture industry's first Take-Back program, which helps qualifying schools recycle components from selected out-of-service furniture items. For more on Virco Inc., visit [www.virco.com](http://www.virco.com).



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The National Association of Secondary School Principals (NASSP)—the preeminent organization and the national voice for middle level and high school principals, assistant principals and aspiring school leaders—provides its members the professional resources to serve as visionary leaders. NASSP promotes the intellectual growth, academic achievement, character development, leadership development, and physical well-being of youth through its programs and student leadership services. The National Honor Society,™ National Junior Honor Society,™ National Elementary Honor Society,™ and National Association of Student Councils® are programs of NASSP. For more information, visit our Web site at [www.principals.org](http://www.principals.org).



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