



The Outstanding Assistant Principal Achievement Award was established in 1997 to recognize exemplary assistant principals for their contributions to their schools and communities. The program honors assistant principals that have utilized teamwork and leadership skills to increase student performance, promote safe learning environments and establish partnerships with parents and community members.

As you consider nominations, please include high performing, effective leaders from a variety of school environments. Leaders representing charter schools, Blue Ribbon schools, Title I schools, and traditional public schools are eligible.

### **Timeline for Selection of the 2018 Florida Assistant Principal of the Year**

- September 2017** Applications are distributed to superintendents, other eligible institutions and program coordinators.
- November 6, 2017** Applications must be submitted online by clicking [here](#). Supporting documents must be emailed to [EdRecognition@fldoe.org](mailto:EdRecognition@fldoe.org) using a subject line of **(District Name) APOY 2018**.
- January 2018** The 2018 Florida Assistant Principal of the Year and finalists are identified by state selection committee. Finalists are notified.
- February 9, 2018** All nominees are invited to attend the Commissioner’s Summit for Principals. The Commissioner of Education announces the 2018 Florida Assistant Principal of the Year.

**Each district and/or participating institution may nominate only one assistant principal. Only the district superintendent or school director may submit the nomination.** Nominations should be made without regard to race, age, gender, national origin, religious affiliation or disability. Personnel who are eligible for the Teacher of the Year; administrative personnel as defined in Section 1012.01(3)(a)-(b), F.S.; or contract employees are not eligible.

Based upon availability of funds, the Florida Department of Education presents monetary awards to the Florida Assistant Principal of the Year, each finalist and each District Assistant Principal of the Year.

## Nomination Procedures

The following requirements must be met in nominating a candidate for the 2018 Florida Assistant Principal of the Year Program.

- Prior to **November 6, 2017**, participating districts and institutions must select a candidate who will represent the district or institution as the Assistant Principal of the Year. The method and materials used to select the candidate may vary according to the district.
- The online Assistant Principal of the Year Application and supporting documents must be submitted via email to [EdRecognition@fldoe.org](mailto:EdRecognition@fldoe.org) no later than November 6, 2017.

### Submission Procedures – Online Application and Supporting Documents

#### **Online Application**

Please complete the online Assistant Principal of the Year Application by clicking [here](#).

#### **Supporting Documents**

Please submit the supporting documents via email to [EdRecognition@fldoe.org](mailto:EdRecognition@fldoe.org) with a subject line of **(District Name) APOY 2018**.

The following files must be included in the submission:

**File 1 (PDF file format)**

*File Name: District\_APOY2018*

1. Superintendent Nomination Letter
2. Resume
3. Leadership for Student Learning Response
4. Letter of Recommendation 1
5. Letter of Recommendation 2

**File 2 (PDF file format)**

*File Name: District\_APOY2018\_W9*

W-9 Confirmation Page

**File 3 (JPEG file format)**

*File Name: District\_APOY2018\_headshot*

Professional Headshot

## **Supporting Document Descriptions**

### **File 1 (PDF file format), File Name: *District\_AOY2018***

- **Nomination letter** from the district superintendent verifying that the nominee has been selected as the District Assistant Principal of the Year.
- Nominee's **resume** must be typed in 11-point font with a two-page maximum.
- Nominee's response to the **Leadership for Student Learning** prompt must be typed in 11-point font and double spaced with a five-page maximum.  
*Leadership for Student Learning Prompt: What is the story of your school and what role have you played in that story? Include data to support your response.*
- Two **letters of recommendation**, no more than one page each. *One letter of recommendation must be from the nominee's supervisor; the other letter may be from a teacher, parent, student, colleague, administrator, or civic or community leader.* Letters must provide specific examples of the nominee's contributions to his/her school and district and be distinct in content. No more than two recommendation letters will be accepted.

### **File 2 (PDF file format), File Name: *District\_APOY2018\_W9***

- Each district nominee must complete and submit the **Florida Substitute W-9 Form** online at <http://www.myfloridacfo.com/aadir/docs/W-9instructions022212.pdf>. *Paper copies will not be accepted.*
- One of the following confirmations must be included:
  - Confirmation page indicating the 10-step process has been completed; or
  - Print screen page of the W-9 Form with the Florida State Seal.
- For additional support, please contact the Department of Financial Services at 850-413-3089.

### **File 3 (JPEG file format), File Name: *District\_APOY2018\_headshot***

- A **professional headshot** of the nominee must be included as a JPEG file, 1000x1025 pixel minimum.

## **Additional Information for Assistant Principal of the Year Submissions**

The selection committee will consider and review only the required materials, thus additional materials should not be submitted with the application.

Once the online application and supporting documents have been submitted, you will receive a confirmation email within one week. If no confirmation message is received, please contact Kaizsa Grant at 850-245-0561.

Online applications and supporting documents must be received by **Monday, November 6, 2017**, in order to be considered by the selection committee. **Applications and supporting documents submitted after this date will not be considered.**

## Assistant Principal of the Year Rating Form

Nominee Name: \_\_\_\_\_ District: \_\_\_\_\_

The rating scale is as follows:

- 0 – Shows no evidence of the indicator
- 1 – Shows little evidence of the indicator
- 2 – Shows adequate evidence of the indicator
- 3 – Shows more than adequate evidence of the indicator
- 4 – Shows exemplary evidence of the indicator

**Rate the nominee based on the application and supporting documents using the following indicators:**

- \_\_\_\_\_ 1. The letters of recommendation provide evidence to support award.
- \_\_\_\_\_ 2. The nominee’s resume reflects his/her educational history, professional experience and recognition.
- \_\_\_\_\_ 3. The description of the nominee is unique and engaging.
- \_\_\_\_\_ 4. The Leadership for Student Learning response is focused and reflects appropriate writing mechanics.
- \_\_\_\_\_ 5. The Leadership for Student Learning response describes initiatives to increase student performance and promote safe learning environments.
- \_\_\_\_\_ 6. The Leadership for Student Learning response provides data to support decisions and progress made within the school.
- \_\_\_\_\_ 7. The nominee demonstrates leadership that motivates and impacts students, colleagues and the community.
- \_\_\_\_\_ 8. The nominee displays educational accomplishments beyond the classroom that provide models of leadership excellence for the profession such as committees, mentoring, professional publications and presentations.

\_\_\_\_\_ **Point Total**

**Quotes or comment from application that best represents this nominee:**

---

---