Sample Criteria Explanation for Award Nomination

This sample was based on an actual award recipient's criteria explanation. We do not recommend that you use any of the information or verbiage from this sample, but instead follow the format and write similar detailed explanations of how your nominee meets each of the award criteria listed at the top of the nomination form. We expect a high standard for grammar; please have someone proofread your explanation before you submit your nomination.

Jane Smith

2009 Nomination for [Job-Alike] Administrator of the Year Award

Promotes the success of all students by facilitating the development, articulation, implementation and stewardship of a vision of learning that is shared and supported by the school community.

Jane starts with the premise that all children can learn and grow both socially and academically. She involves her staff and the school community in an effort to create a vision that we can make a difference. "Each student can succeed" is a part of the belief statement that Jane helped create in all her schools. She has helped establish an environment for staff to do the necessary interventions for students at risk. In class, after school, and summer interventions are parts of her vision for all students. Often, for example, she has tutored students in need from first grade up. Jane is a team player and a team builder. Collaboration is at the heart of her administrative style. Her people skills and caring personality allow others to feel comfortable and solution-oriented. She willingly makes presentations to teachers and parents around the vision of a standards-based curriculum and reporting system. Creating effective professional learning communities is her strength. In her schools, no child falls between the cracks.

Promotes the success of all students by advocating, nurturing and sustaining a school culture and instructional program conducive to student learning and staff professional growth.

Since Jane has been in the Sunny Valley USD, the professional development program in district schools has grown and flourished. She works directly and collaboratively with teachers and parents to help the school sustain a professional development program that is tied to standards and teachers' individual growth. She has developed a cadre of trainers of trainers on her staff that provides all staff with the necessary skills and strategies to be more successful educators with the ultimate benefit to students. Jane has continued and improved upon a mentor leadership program that involves a teacher mentor leader at every grade level. The purpose of grade level mentor leaders is to sustain and support teacher involvement in their own professional growth. Each year she sends a teacher leader to the Summer Programs for School Leaders at UCLA.

Promotes the success of all students by ensuring management of the organization, operation and resources for a safe, efficient and effective learning environment.

Jane is student oriented. She believes that we can make a difference for the betterment of all students. Through her years in education as a teacher, administrator and educational consultant her enthusiasm and professionalism has been her trademark. She relies on the premise that if we create safe, caring schools and if we model tolerance and respect for each other, we will make a difference. Many of her former students come back to visit with her, and write her letters thanking her for never giving up on them. She personally supports Drug and Alcohol Free school education and good decision-making for all students and schools. Jane is often seen in classrooms and at school sites helping and observing students at work. "You can tell more about the school and classroom environment by the way students treat each other and their teachers than by anything else," is a statement Jane uses when evaluating learning environments.

Promotes the success of all students by collaborating with families and community members, responding to diverse community interests and needs and mobilizing community resources.
Jane actively listens to the needs of the district's community interests. She works with the local district foundations and other school and community agencies to obtain additional funds and support to enhance the district's vision. Her professionalism, people skills and competency give her the credibility to impact the people she comes into contact with throughout the community. Not only does Jane support all interests and needs of a diverse community, she is able to communicate those needs to others and in return receive their commitment and support. Inviting family and community groups to get involved in the schools is a key part of her administrative style. She states that "happy, involved parents are what schools should be striving to obtain."

Promotes the success of all students by modeling a personal code of ethics and developing professional leadership capacity.
Jane is visible and involved with the students and the schools. She tutors at-risk students, reads to and works with elementary school students when she visits classes and is often seen helping teachers in and out of their classrooms. Jane believes that the most important thing we can do as educators is to model high personal ethical and professional standards. Leading by example is one of Jane's highest priorities. Students, parents and teachers often praise Jane for her enthusiasm for her work, her commitment to students and her high professional standards, which are apparent to anyone who comes into contact with her. She believes that educators need to model a commitment to life-long learning.

Promotes the success of all students by understanding and responding to and influencing the larger political social, economic, legal and cultural context.
Jane's support for education goes far beyond her own district. Her passion for influencing positive change politically and culturally is shown by her continuing involvement in legislation, professional organizations and community organizations. Through her philanthropic activities she has shown her commitment to assisting the community in understanding and supporting public education. She is a strong voice in a huge sphere of influence when it comes to promoting the success of all students.

Promotes the success of all students by advocating and sustaining the use of technology.
Jane is committed to improving the technological tools available to all students, teachers and staff within her district. She worked with community groups to implement computer labs at four schools and stock them with new computers and printers. Additionally, Jane continually encourages staff to take courses to improve their skills in various computer programs, and to work with technology, rather than resist the changes and improvements it can bring. She leads by example in this as well as all other endeavors, working to improve her own computer skills, using such tools as webinars and wireless devices, working to keep the district web site up to date and participating in online networking.

Participates in ACSA on a regional and state level.
Jane's involvement in ACSA includes team leadership at the annual Summer Programs for School Leaders at UCLA, which has been a motivator for upcoming potential administrators to be proactive in their professional growth and committed to helping others as they, too, become school leaders. She has been active for more than a decade on both a regional and state level in ACSA, serving as charter president, region Vice President for Legislative Action and region events chair, as well as a member of the statewide [Job-Alike] Council and on the Leadership Summit Planning Committee.