

**MIAMI-DADE COUNTY PUBLIC SCHOOLS
2009 - 2010 PRINCIPAL OF THE YEAR
PROGRAM AND RECOGNITION CEREMONY**

SELECTION PROCEDURES

Miami-Dade County Public Schools' Principal of the Year recognition program addresses the following two philosophies:

- The scope and quality of students' instruction is determined primarily by the atmosphere and direction created by the principal.
- It is important that the dedication and enthusiasm of the principals who guide students' educational experiences be recognized. Recognition is a powerful instrument for building pride in accomplishment and determination to never settle for anything less than genuine excellence.

CRITERIA FOR SELECTION

School districts have established programs over the years to select outstanding principals. The process varies from district to district, but has very similar key elements. Each nominee will be evaluated based upon the following criteria:

- Actively participates in continued professional development as evidenced by participation in workshops, in-services training, conferences, and/or advanced degrees.
- Demonstrates leadership in educational activities at the district and/or state and national level, such as active membership in an advisory council, task force or professional organization.
- Demonstrates a superior ability to foster excellence in education and contribute to the continuous improvement of student learning and the school environment with an emphasis on reading instruction and the integration of technology.
- Dedicated to providing resources for faculty and school personnel that allow them to continually improve and/or enhance education.
- Displays exemplary management skills in his/her interactions with faculty, staff and community members.
- Demonstrates a strong commitment to creating a climate conducive to effective teaching and learning, including instructional organization, operations, facilities and resources.
- Fosters an environment that respects and celebrates diversity among staff and students.
- Promotes systemic professional development initiatives that contribute to student performance and/or professional growth.

- Selects and supports developmentally appropriate initiatives for special student populations that contribute to their continued achievement.
- Demonstrates ability to foster partnerships and maintain effective communication through community outreach and family involvement.
- On-site practicing principal who has completed **five** full years in that position, though **not necessarily in the same school**.
- **The nominee must have attained a “Substantially Exceeds Standards” or “Exceeds Standards” for the Overall Assessment evaluation each of the last three years.**
- Evidence that the nominee is respected by his/her students, faculty, colleagues, parent organizations, and the community-at-large.

The nominee may not serve on the District Task Force during the same year in which he/she is a nominee. If the Region finalist is transferred to another work location, the District Task Force will observe him/her at the work location at which he/she was nominated.

DIRECTIONS FOR NOMINATING CANDIDATES

1. Nominations will come from the principal's peers nominating within their respective administrative Regions. The nominating principal will write a letter of recommendation, **typed and doubled-spaced, of no more than 300 words.**
2. Attached to the nomination form, each nominee is required to provide **two** letters of recommendation from his/her immediate supervisor, and one from any of the following: a member of his/her current staff (custodial, clerical, etc.); a teacher on staff; a parent; or a civic leader in the school community in which that principal serves.
3. The nomination packet and additional information or appendix materials, which serve as a supplement to the nomination form itself, should be **8 1/2" x 11" only**. Appendix materials could include awards and recognitions received by the principal and/or school as a result of the nominee's leadership.

The maximum number of pages in the nomination packet must not exceed 12 one-sided pages of written documentation. (Cover, bio, letters of recommendation, and appendix are not included as part of the 12-page total.)

The nomination packet is being forwarded to you as a fillable PDF document.

IN ORDER TO MAINTAIN UNIFORMITY AND SIMPLICITY, PLEASE SUBMIT NOMINATION PACKETS (THE ORIGINAL AND EACH OF THE REQUIRED NUMBER OF COPIES) STAPLED DOWN THE LEFT-HAND SIDE. A FRONT AND BACK COVER IS ACCEPTABLE AND NOT INCLUDED IN THE 12-PAGE MAXIMUM TOTAL.

4. Please include an original, professional 5x7 photograph (glossy, color, plain background), which will be used for media and program purposes in the original package only. A copy of your photo is acceptable for the 12 copies of your package.
5. Additionally, please include a 1/2 page bio that will be included in publications following the event.
6. Deadline for submitting the Principal of the Year nomination packets to the appropriate Region shall be no later than **Wednesday, November 25, 2009** using the attached nomination form, which shall be typed and double-spaced. Please submit **the original nomination form/packet and 12 copies**.

The nomination forms/packets shall be submitted to the following Principal of the Year liaison/Region Directors:

- Region I: Dr. Neraida Smith
- Region II: Mr. Paul Greenfield
- Region III: Mr. Jorge L. Garcia
- Region IV: Dr. Melanie Fox
- Region V: Mr. Robert Kalinsky

Regions:

1. **Deadline for the Region to submit the nomination packets of their Finalist to the Office of Community Services for the District Task Force selection process is Tuesday, December 15, 2009. Please submit the original nomination form packet and 12 copies to:**

Mail Code: #9619, SBAB, Room 776
Office of Community Services

2. When submitting to the District Task Force:
 - a. **Please include the list of names of the individuals serving on the Region selection/review committee, including their title and/or position, and feeder pattern.**
 - b. **Also, please be sure to include a list of ALL the Region principals who were nominated.**

NOTE: Adult/Vocational, Special or Alternative Centers, i.e., Merrick Center, MacArthur North and South, etc., will not be considered as a separate category. Please send your application to the corresponding Region according to your physical address.

PROCEDURES FOR NOMINATION AND SELECTION AT THE REGION LEVEL

1. Nominations will come from the principal's peers nominating within their respective Region. Region staff will review the selection criteria for eligibility.
2. A selection committee at each Region shall be comprised of seven persons as appointed by the Region Superintendent. The individuals shall be selected as follows:
 - a) the Region Superintendent or designee;
 - b) one Principal;
 - c) one DASA representative;
 - d) one UTD representative;
 - e) one PTA/PTSA representative;
 - f) one Region or feeder pattern EESAC representative; and
 - g) one business/community representative

It is urged that the selection committee be comprised of representatives from ALL the feeder patterns within each Region.

3. The selection committee will screen all nominations and select four or five principals as finalists. (One nominee from each feeder pattern.)
4. The four or five Region nominees will be observed at their school sites by the **entire** selection committee. (Optional)
5. The four or five Region nominees will be interviewed by the **entire** selection committee sitting as a total body.
6. **If the committee chooses to observe a candidate and a committee member is absent for any of the school-site observations or the nominees' interviews, that member then, may NOT designate a substitute, or participate in the voting process.**
7. The selection committee will then select the Principal of the Year for their Region.
8. Each Region will submit their Principal of the Year nominee to the District Task Force to compete as a finalist in the district's selection process.

PROCEDURES FOR SELECTION AT THE DISTRICT LEVEL

1. A district task force shall be established by the Superintendent of Schools.
2. The Principal of the Year District Task Force shall be comprised of 12 members as follows:
 - a. The reigning Principal of the Year or the runner-up, if the Principal of the Year is not available;
 - b. Three representatives (including two teachers) appointed by the President of UTD;
 - c. Two district staff representatives appointed by the Superintendent;
 - d. Two administrators submitted by DASA;
 - e. Three community representatives (one representative **each** from the Miami-Dade County Council PTA/PTSA, the Family and Community Involvement Advisory Committee, and sponsor);
 - f. One ad-hoc staff liaison from the Office of Community Services.
3. The district task force shall forward the list of the four finalists to be reviewed by the Superintendent's staff to determine suitability for further consideration.
4. If the committee chooses to observe candidates, **all** members of the District Principal of the Year Task Force will serve as the visitation committee to observe each of the approved Region nominees using evaluative criteria developed by the task force committee.

If any district task force member is absent for any of the school site observations or the finalists' interviews, that member then, may NOT designate a substitute, or participate in the voting process.

5. Each of the five finalists shall be interviewed by the entire district task force sitting as a total body. The committee shall use evaluative criteria developed by the committee as a basis for selecting the Principal of the Year. Following the interviews, there may be open discussion for debriefing reports by each subcommittee chair. Subsequently, the District Task Force shall vote by secret ballot. The chairperson shall collect the secret ballots and submit them to the Office of Management and Compliance Audits, where the results will be tallied.

The candidate receiving the greatest number of votes shall be named as the **2009-2010 Principal of the Year** for Miami-Dade County Public Schools. The runner-up will be the individual receiving the second highest number of votes.

6. **Announcement of both the winner and runner-up will take place at the "Eddies" Award Ceremony. Details will follow at a later date.**

PRINCIPAL OF THE YEAR DISTRICT TASK FORCE 2009-2010

SIGNIFICANT DEADLINE DATES

November 25, 2009	All nominees' names and completed applications are due to the appropriate Region.
December 15, 2009	Each Region finalist's name and nomination form/packet along with <u>12</u> copies are sent to the Office of Community Services (#9619, SBAB, Room 776).
January 14, 2010	Principal of the Year District Task Force Meeting
January 27, February 1, & 10, 2009	School-site observations of the four district finalists are made by the Principal of the Year District Task Force.
February 19, 2010	District interviews, voting, and Task Force Debriefing.
May 19, 2010	The Eddies Awards Ceremony

Instructions for Completing Sections I-VII of the 2009-2010 Principal of the Year Nomination Application

Respond to the following six (6) sections. **Responses must be typed utilizing a font not smaller than 11 point and must be double spaced.** Limit your answers to the number of pages requested in each section. In fairness to all nominees, only the number of pages requested will be reviewed. **The maximum score for this section is 85 points.**

I. Educational History and Professional Development (Limit response to 2 double-spaced pages.)

Provide a copy of your resume, setting forth the following information:

- a) Beginning with the most recent, list of colleges and universities attended including postgraduate studies. Indicate degrees earned and dates of attendance.
- b) Beginning with the most recent, list professional employment history, indicating time period, position held and name of school or institution.
- c) Beginning with the most recent, list professional and community involvement activities undertaken within the five (5) year period preceding the filing of this application.
- d) Beginning with the most recent, list awards and honors that you or your school have received within the five (5) year period preceding the filing of this application. For each award and honor listed, explain the manner in which it reflects recognition of the quality of education provided through your leadership.

II. School Profile 10 Points (Limit response to 1 double-spaced page.)

Provide a description of your school, including enrollment data, student demographics, and unique programs or designations that support your nomination (i.e., professional development, school, career academies, innovative structure, magnet school, Grade 6 only school, etc.)

III. Increasing Student Performance 35 points (Limit response to 2 double-spaced pages. In addition, 3 pages of supporting documentation as outlined in the indicators below may be attached.)

Provide a three (3) year profile of your school's student performance. If at current school less than two years, please also provide the information for your previous school. The profile should incorporate indicators from the school report including school grades for the current and previous academic years as well as attendance data, records of suspensions and expulsions and school safety data as reported pursuant to Goal 5. The profile should also include applicable test scores and data for Math, Reading, Total Battery Florida Writes!, Florida Comprehensive Assessment Test (FCAT), Advanced Placement records and completion rates for high level mathematics and science courses. Please provide charts and/or graphic materials that record annual changes in the data, with an emphasis on gains of reading improvement. Describe changes in your school's enrollment. Explain the measures you have undertaken to address these changes in order to maintain high student achievement and promote a safe learning environment. Kindly indicate the school performance grade obtained under your leadership for the past three (3) years.

IV. Community Partnerships and Family Involvement

10 points

(Answer each of the following. Limit response to 2 doubled-spaced pages.)

- a)** Provide a description of the community based partnerships that you have established for your school during the three (3) year period preceding the filing of this application. Describe changes in your school's enrollment. Explain the measures you have undertaken to address these changes in order to maintain high student achievement and promote a safe learning environment. Identify the school's primary partnerships and discuss the impact of these partnerships on the school's students and faculty.
- b)** Discuss the level of family and volunteer involvement in your school. Provide data regarding the number of family members and volunteers actively participating in school programs and discuss the manner in which they are recruited and utilized.

V. Professional Development

20 points

(Limit response to 1 double-spaced page.)

Describe significant and/or systemic professional development initiatives implemented under your leadership that have had a measurable impact on student learning, school culture and/or the institutionalization of an innovation.

VI. Student Services and Services for At-Risk and Special Need Students

10 points

(Limit response to 1 double-spaced page.)

Describe services, model programs and strategies that have been implemented at your school under your leadership to ensure that all students are achieving at the highest level.

REMINDER: THE MAXIMUM NUMBER OF PAGES FOR THIS SECTION IS NOT TO EXCEED TWELVE (12) ONE-SIDED PAGES (NOT INCLUDING THE NOMINATION FORM, COVER OR DIVIDER PAGES).

**MIAMI-DADE COUNTY PUBLIC SCHOOLS
2009 - 2010 PRINCIPAL OF THE YEAR
REGION VERIFICATION FORM**

Nominee: _____ Region: _____

Please organize your packet in the following order:

NOMINATION

- Nomination Form
- I. Educational History and Professional Development Activities
- II. School Profile
- III. Increasing Student Performance
- IV. Community Partnership & Family Involvement
- V. Professional Development
- VI. Student Services and Services for At-Risk and Special Need Students

APPENDIX

- Letter of recommendation from immediate supervisor

-AND-

- Letter of recommendation from any of the following:
 - Nominating Principal
 - Member of the Current Staff
 - Teacher on Staff
 - Parent
 - Civic Leader
- One 5x7 photograph (glossy, color, plain background)
- Half-page bio
- Awards and recognitions

MIAMI-DADE COUNTY PUBLIC SCHOOLS
2009 - 2010 PRINCIPAL OF THE YEAR

NOMINATION FORM

To be completed by the candidate. Please type.

Name: _____
(First) (Middle Initial) (Last Name)

Social Security Number: _____ - _____ - _____ Home Phone #: (____) _____ - _____

Home Address: _____
(Street) (City/State/Zip)

Employee Number: _____ E-mail Address: _____

Certification Information: _____
(Number) (Type) (Expiration Date)

Name of School: _____

Address: _____
(Street) (City/State/Zip)

Telephone #: (____) _____ - _____ Fax #: (____) _____ - _____

E-Mail Address: _____

School Enrollment: _____ Grade Levels: _____ Number of Staff: _____

Region: _____

I. Educational History and Professional Development (Two Pages)

I. Page Two

II. School Profile (One Page)

III. Increasing Student Performance (Two Pages)

III. Page Two

IV. Community Partnerships and Family Involvement (Two Pages)

IV. Page Two

V. Professional Development (One Page)

VI. Student Services and Services for At-Risk and Special Needs Students (One Page)