

## BROWARD COUNTY PUBLIC SCHOOLS ASSISTANT PRINCIPAL OF THE YEAR APPLICATION INSTRUCTIONS

### TO NOMINEE:

**Congratulations!** You have been nominated to participate in the Broward County Assistant Principal of the Year Program.

### THE APPLICATION PACKET MUST CONSIST OF:

- Application Form completed by the nominee.
- Application Sections I and II completed by the nominee.
- Two letters of recommendation. Each letter must not exceed one page in length. **One of the letters must be prepared by the nominee's supervising principal.** Additional letters may be prepared by a student, administrator, colleague, parent, teacher, civic or community leader. Recommendation letters must provide specific examples of the nominee's contributions to his/her school and the District, and must be distinct and different in content. No more than two recommendation letters will be accepted.

The completed application packet must be emailed to Dr. Carolyn Stewart in the Office of Communications at [carolyn.stewart@browardschools.com](mailto:carolyn.stewart@browardschools.com) by **Friday, September 24, 2021**.

### APPLICATION SECTIONS

- Respond to the following two (2) sections. Responses must be typed using a font not smaller than 10 point, with a minimum of one-inch margins.
- Begin each section on a new page. At the top of the page, specify the section number, title and page or word limit information (e.g. I. Resume/Two Pages).
- Limit your answers to the number of pages requested in each section. Only the number of pages or words requested will be reviewed.

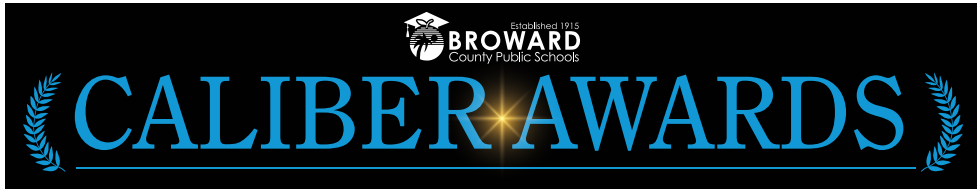
#### I. Resume

Attach a copy of your resume. *(Limit response to two pages.)*

#### II. Leadership for Student Learning Writing Prompt

Considering the data from your school since you started, what is the story of your school and what role have you played in that story? *(Limit narrative response to five double-spaced pages.)*

For more information, visit [browardschools.com/caliber-awards](http://browardschools.com/caliber-awards).



**BROWARD COUNTY PUBLIC SCHOOLS  
ASSISTANT PRINCIPAL OF THE YEAR  
RATING FORM**

To assist in the completion of your application, below is the Principal/Assistant Principal of the Year rating form used by the Florida Department of Education.

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

**NOMINEE NAME:** \_\_\_\_\_

**NOMINEE LOCATION:** \_\_\_\_\_

**SELECTION CRITERIA**

**POINTS**

The letters of recommendation provide evidence to support award.	
The nominee's resume reflects his/her education history, professional experience and recognition.	
The description of the nominee is unique and engaging.	
The Leadership for Student Learning response is focused and reflects appropriate writing mechanics.	
The Leadership for Student Learning response describes initiatives to increase student performance and promote safe learning environments.	
The Leadership for Student Learning response provides data to support decisions and progress made within the school.	
The nominee demonstrates leadership that motivates and impacts students, colleagues and the community.	
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.	
<b>EVALUATOR NAME:</b> _____ <b>SIGNATURE:</b> _____ <b>DATE:</b> _____	<b>*TOTAL SCORE</b>

**\*The total possible score is 32 points.**

**Note:** In fairness to all nominees, only the number of pages requested should be reviewed.