2021 Mississippi Administrator of the Year

Program Nomination Guidelines



***Sponsored by***

# **Mississippi Department of Education**

# **Office of Teaching and Leading**

**P.O. Box 771 - Jackson, MS 39205-0771
Phone: 601-359-3631**

**Website:** [www.mdek12.org/OTL/OTC/recognition](http://www.mdek12.org/OTL/OTC/recognition)



**Administrator of the Year Program Overview**

The Mississippi Administrator of the Year Program (MAOY) recognizes outstanding administrators who have succeeded in leading high-quality learning opportunites for students and as well as demonstrating exemplary contributions to the profession. It is the vision of the MAOY program to elevate student success and strengthen the teaching profession by honoring, promoting excellence, and celebrating effective leaders who guides the school for better teaching and learning.

**Eligibility and Criteria**

The 2021 Mississippi Administrator of the Year must be a **certified administrator** (K‑12 standard license) with three (3) years of experience as an administrator and currently serving as an elementary or secondary principal, assistant principal, vocational-technical or alternative school director, who plans to continue their **leadership** next year.

The Mississippi Administrator of the Year candidate should have superior ability in:

* Shaping the vision of academic success and showing exceptional gains in student learning
* Motivating and cultivating leadership in teachers and all members of the school
* Implementing innovative programs
* Creating a positive school culture
* Possess leadership capabilities and,
* Active member of the community

**Role of the State Administrator of the Year**

The 2021 Mississippi Administrator of the Year (MAOY) represents all the outstanding leaders and administrators in Mississippi. The MAOY serves as an ambassador for the teaching and leading profession, as well as a spokesperson for leaders and administrators. The following are examples of opportunities available to the MAOY:

* Chair committees and focus groups to support teaching and learning
* Assist in the recruitment and retention of teachers and leaders in the profession; and
* Present his/her area of expertise or platform at workshops, conferences, and professional development sessions.

**Awards and Rewards**

The 2021 Mississippi Administrator of the Year Program provides the following awards and rewards:

* A $5,000.00 salary supplement from MDE for one year
* Formal statewide recognition ceremony by MDE
* Tuition wavier from William Carey Univerisity for an advanced education degree such as specialist or doctoral degree
* Paid travel expenses (availability of funds) for the duration of MAOY service year(s)
* Opportunities to speak at various conferences, conduct professional development sessions, and serve on various educational and leadership committees
* Serve as a lifelong alumnus with past MAOY recipients.

**Application and State Selection Process**

The Mississippi Administrator of the Year application is available each year starting in October with the application deadline in January. A memo and the application are sent to each school district superintendent by email. Application and guidelines are available on the webpage at: <https://www.mdek12.org/OTL/OTC/recognition>

**Local District Selection**

At the local district level, districts may select their district administrator of the year by following all local criteria and guidelines. Each district is allowed only **one entry** for the state program.

**Selection Committees and Process**

Selection of the State Administrator of the Year will be the combined responsibility of two groups: MDE Screening Committee and the State Selection Committee. Each applicant application will be reviewed a minimum of three (3) times by three (3) different members of the MDE Screening Committee. The top sixteen (16) candidates, four (4) from each congressional district, will be identified for consideration for the State Selection Committee. The sixteen (16) applications are sent to the State Selection Committee for reviewing and scoring. The Selection Committee will meet and discuss the sixteen (16) applicants and then choose the top four candidates, with one being selected from each congressional district. The selected administrators will be named Mississippi Administrator of the Year finalists.

After selecting one administrator from each congressional district, the State Selection Committee will:

* Interview each congressional district finalists
* Assess the performance task presented by the finalist during the interview process
* Score and discuss each finalist, and
* Recommend the Mississippi Administrator of the Year and Alternate Administrator of the Year.

**Application Instructions**

Please complete all parts of the application (sections 1 – 5). Any incomplete parts on the application will result in a score reduction. All applications should be **typed and not handwritten**, **printed one-sided not two sided.** To be recognized as your district administrator of the year at the Mississippi Administrator and Teacher of the Year Awards Ceremony, an application must be submitted.

**Section I – Application Form**

Complete the application form and include the following signatures:

* Applicant
* School District Superintendent

**Section II – Resume**

Attach a formatted resume (**do not exceed three pages**) using 11-point font (may use larger font for headings, titles, and names) that includes the following components:

* Education (colleges and universities attended, dates, and degree earned)
* Certifications (list endorsements and endorsement codes)
* Teaching Experience (school district and school, position, subject(s) taught, and dates)
* Professional/Leadership Experience (organization/district, position, dates)
* Awards and Other Recognition (title of award and dates)

**Section III – Professional Biography**

Complete a professional biography in 3rd person with no more than 500 words (double-spaced), 1-inch margins, and 12-font size. Include the following details:

* Personal philosophy of education and teaching
* Collaborative Leadership role in promoting students, teachers, and parents
* Your greatest contribution and accomplishments in education
* Community Involvement through service-oriented activities, volunteer work, civic responsibilities, and other group activities

**Section IV – Response Questions**

Respond to the five questions on pages 14-18 of the application. Each response should not be more than 500 words (double-spaced), 12-font size. The questions will be scored and based on the following:

* Adheres to standard grammar, spelling, and punctuation
* Answers the question clearly and concisely; and
* Provides a compelling narrative that speaks to the applicant’s ability to serve as the Mississippi Administrator of the Year.

Response questions will focus on the following:

* During your tenure as administrator, describe a project/program that you have initiated to improve student achievement. Explain the results of that project/program. Prepare a school data report on student achievement and attach an artifact of evidence.
* How have you promoted equity so that students are known and valued, and receives the individualized high-quality education to succeed? How are teachers valued and known?
* How have you shaped your school’s culture to foster well-being and safety, so that students and teachers learn and interact productively? Include your strategies and examples.
* As the administrator, are you a resourceful administrator who is focused on teaching and learning? What is your focus for teachers and students in the areas of curriculum, instruction, and assessment?
* What do you consider to be a public education issue today? Address one issue in depth, outlining possible causes, effects, and resolutions. How are you addressing this issue in your role as an administrator?

**Section V – Letters of Recommendation**

Attach three (3) letters of recommendations that support why you should be the 2021 Mississippi Administrator of the Year. At least one of these letters must be a recommendation from your superintendent, the remaining letters may be from the following: parent, colleague, administrator, teacher, student/former student, civic leader. Submit all letters with the application. Letters should not exceed one page in length and double-spaced between paragraphs, 12-font size, letterhead (if available), signature of supporter.

**Letter Details:**

* Student achievement and success **(Superintendent only)**
* Applicant’s achievements in and outside the school, or other specific evidence
* Applicant’s efforts to strengthen and improve the teaching profession and why the applicant qualify to become Mississippi’s 2021 Administrator of the Year.

**Submitting Applications**

After completing sections 1-5 of the application, submit **one original and (4) four stapled copies** by **January 29, 2021** to:

**Mississippi Department of Education**

**Office of Teaching and Leading**

**P.O. Box 771**

**Jackson, MS 39205**

**2021 Mississippi Administrator of the Year Program Timeline**

**(Tentative)**

|  |  |
| --- | --- |
| **Date** | **Activity** |
| October 2020 | 2021 Administrator of the Year nomination application is emailed to district superintendents. The application is available on the Mississippi Department of Education, Office of Teaching and Leading webpage: <https://www.mdek12.org/OTL/OTC/recognition> |
| January 29, 2021 | Deadline for application submission. Submit one original application and four (4) stapled copies to the Mississippi Department of Education. Faxed entries will not be accepted. |
| February 2021 | MDE Screening Committee will review district applications. Four (4) applicants with the highest score from each congressional district will be chosen for a total of sixteen (16) applicants. |
| February 2021 | A letter of congratulations emailed to district administrators. |
| March 2021 | State Selection Committee will review the sixteen (16) district applications and choose four (4) finalists. The committee will interview the four (4) finalists and recommend an administrator for the Mississippi Administrator of the Year and an Alternate Administrator of the Year. |
| **TBD** | Mississippi Administrator and Teacher of the Year Awards Ceremony |

**CONGRESSIONAL DISTRICT MAP**



2021 Mississippi Administrator of the Year

**Application Form**

**Please Type**

**Section I**

| **Employment Information** |
| --- |

Full Name:

Congressional District: \_\_\_ 1 \_\_\_ 2 \_\_\_ 3 \_\_\_ 4

School District:

School Name:

School Address:

City: State: Zip:

School Phone:

School Website:

Type of Administrator: \_\_\_ Elementary \_\_\_ Middle \_\_\_High School

Total Years Administrator Experience:

| **Candidate’s Personal Information** |
| --- |

Personal Address:

City: State: Zip:

Personal Email:

Work Email:

Cell Phone: Home Phone:

Twitter Handle (If applicable):

Facebook Profile (If applicable):

Instagram Profile (If applicable):

Other Social Media (If applicable):

2021 Mississippi Administrator of the Year

**Application Form**

**Section I (continued)**

|  **For Publicity Purposes Only** |
| --- |

Spouse’s Name (If applicable):

Spouse’s Occupation (If applicable):

Children’s Name, Age, & School or Occupation:

| **Professional Information** |
| --- |

List all professional association memberships in which you are currently active (i.e. MASS, MASA, etc.):

Platform and Areas of Interest:

| **Demographic Information** |
| --- |

**The following information is not required and will have no bearing on your selection. It is collected for informational purposes only.**

School Size:

District Size:

School Type:

* Public
* Charter Public

School Location:

* Rural
* Suburban
* Urban

What is your gender? \*

* Female
* Male
* Decline to answer

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Application Form

**Section I (continued) Demographic Information**

What category below includes your age? \*

* 21 – 29
* 30 – 39
* 40 – 49
* 50 – 59
* 60 or older

What is your ethnicity? \*

* White
* Hispanic or Latino
* Black/African American
* Native Hawaiian or Other Pacific Islander
* Asian/Indian Subcontinent
* Native American/Alaskan Native
* Other
* Decline to Answer

\*The Mississippi Administrator of the Year will be selected without regard to race, color, religion, sex, or national origin, and will not be discriminated against on the basis of disability.

| **School District Superintendent** |
| --- |

Name: Title:

Superintendent’s Email Address:

District Address:

City: State: Zip Code:

Telephone:

*I acknowledge that the nominee submits this application with my approval and that if the nominee is selected as the Mississippi Administrator of the Year, he or she may be requested for various speaking and/or professional development engagements during the year of recognition.*

**Signature of District Superintendent**  **Date**

| **Administrator of the Year Candidate** |
| --- |

*I hereby give my permission that any or all of the attached materials (other than home address and telephone) may be shared with persons interested in promoting the Administrator of the Year Program. I also acknowledge that if selected as the 2021 Administrator of the Year, I may be requested for various speaking and/or professional development engagements during the year of recognition.*

**Signature of Candidate**  **Date \_\_\_\_\_\_\_\_\_\_\_\_\_**

**2021 Mississippi Administrator of the Year Application**

**Section II: Resume**

**2021 Mississippi Administrator of the Year Application**

**Section III: Professional Biography (Complete in 3rd Person)**

**2021 Mississippi Administrator of the Year Application**

**Section IV: Response Questions 1-5**

1. During your tenure as administrator, describe a project/program that you have initiated to improve student achievement. Explain the results of that project/program. Prepare a school data report on student achievement and attach an artifact of evidence.
2. How have you promoted equity so students are known and valued, and receives the individualized high-quality education to succeed? How are the teachers valued and known?
3. How have you shaped your school’s culture to foster well-being and safety, so that students and teachers learn and interact productively? Include your strategies and examples.
4. As the administrator, are you a resourceful administrator who is focused on teaching and learning? What is your focus for teachers and students in the areas of curriculum, instruction, and assessment?
5. What do you consider to be a public education issue today? Address one issue in depth, outlining possible causes, effects, and resolutions. How are you addressing this issue in your role as an administrator?

**2021 Mississippi Administrator of the Year Application**

**Section V: Three (3) Letters of Recommendation**



**2021 Mississippi Administrator of the Year Application**

**Evaluation Rubric**

Each candidate will be rated on the components of the application. The following rubric will be used to evaluate each candidate’s completed application. Incomplete applications will result in a score reduction. Each candidate may receive up to **100 points**.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **CRITERIA** | **LOW SCORE** | **AVERAGE SCORE** | **HIGH SCORE** | **MAX POINTS** | **SCORE** |
| **II. Resume** **(3 pages, 11-point font)**1. Education-colleges/universities, dates, and degree
2. Certifications – clearly defined
3. Teaching Experience
4. Professional/Leadership Experience-position, dates
5. Awards/Recognition – title and dates
 | Fails to cover all required areas.0-3Points \_\_\_\_\_ | Provides adequate evidence in all areas.4-7Points \_\_\_\_\_ | Provides clear and exceptional evidence in all areas.8-10Points \_\_\_\_\_ | **10** |  |
| **III. Professional Biography** **(maximum 500 words)**1. Written in third person
2. Personal Philosophy of Education and Teaching
3. Collaborative Leadership role in promoting students, teachers, and parents
4. Greatest Contribution and Accomplishments
5. Community Involvement through service oriented, volunteer, civic, and other group activities
 | Fails to cover all required areas.0-3Points \_\_\_\_\_ | Provides adequate evidence in all areas.4-7Points \_\_\_\_\_ | Provides clear and exceptional evidence in all areas.8-10Points \_\_\_\_\_ | **10** |  |
| **IV. Response Question #1** **(maximum 500 words)****During your tenure as administrator, describe a project or program that you have initiated to improve student achievement. Explain the results of that project/program. Prepare a school data report on student achievement and attach an artifact of evidence.*** Describes a project/program you have initialed to improve student achievement
* Results of the project/program
* Prepares a school data report on student achievement
* Attaches an artifact of evidence
 | Fails to cover all required areas.0-4Points \_\_\_\_\_ | Provides adequate evidence in all areas.5-9Points \_\_\_\_\_ | Provides clear and exceptional evidence in all areas.10-15Points \_\_\_\_\_ | **15** |  |
| **IV. Response Question #2** **(maximum 500 words)****How have you promoted equity so that students are known and valued, and receives the individualized high-quality education to succeed? How are the teachers valued and known?** * Promotes equity
* Students are known and valued
* Teachers are known and valued
 | Fails to cover all required areas.0-4Points \_\_\_\_\_\_ | Provides adequate evidence in all areas.5-9Points \_\_\_\_\_ | Provides clear and exceptional evidence in all areas.10-15Points \_\_\_\_\_ | **15** |  |
| **IV. Response Question #3** **(maximum 500 words)****How have you shaped your school’s culture to foster well-being and safety, so that students and teachers learn and interact productively? Include your strategies and examples.*** Shaped school’s culture to foster well-being and safety
* Students learn and interact productively
* Teachers learn and interact productively
* Strategies and examples included
 | Fails to cover all required areas.0-4Points \_\_\_\_\_\_ | Provides adequate evidence in all areas.5-9Points \_\_\_\_\_\_ | Provides clear and exceptional evidence in all areas.10-15Points \_\_\_\_\_\_ | **15** |  |
| **IV. Response Question #4** **(maximum 500 words)****As the administrator, are you a resourceful administrator who is focused on teaching and learning? What is your focus for teachers and students in the areas of curriculum, instruction, and assessment?*** Focus on teaching and learning
* Focus for teachers in the areas of curriculum, instruction, and assessment
* Focus for students in the areas of curriculum, instruction, and assessment
 | Fails to cover all required areas. 0-4Points \_\_\_\_\_ | Provides adequate evidence in all areas.5-9Points \_\_\_\_\_ | Provides clear and exceptional evidence in all areas.10-15Points \_\_\_\_\_ | **15** |  |
| **IV. Response Question #5** (**maximum 500 words)****What do you consider to be a public education issue today? Address one issue in depth, outlining possible causes, effects, and resolutions. How are you addressing this issue in your role as an administrator?*** Addresses one public education issue today
* Outlines possible causes
* Outlines effects
* Outlines resolutions
* Addresses issue as an administrator
 | Fails to cover all required areas. 0-4Points \_\_\_\_\_ | Provides adequate evidence in all areas.5-9Points \_\_\_\_\_\_ | Provides clear and exceptional evidence in all areas.10-15Points \_\_\_\_\_\_ | **15** |  |
| **V. Letters of Recommendation**1. Includes three (3) letters
2. At least one letter is from the superintendent citing student achievement (letterhead). The remaining letters may be from: parent, colleague, administrator, student/former student, civic leader
3. Applicant’s achievements in and outside the school, or other specific evidence
4. Applicant’s efforts to strengthen and improve the teaching profession
5. Why the applicant is qualified to become Mississippi’s 2021 Administrator of the Year
6. Letters do not exceed one page in length (double-spaced between paragraphs and 12 font size)
7. Signature of supporter
 | Fails to cover all required areas.0-1Points \_\_\_\_ | Provides adequate evidence in all areas.2-3Points \_\_\_\_\_ | Provides clear and exceptional evidence in all areas.4-5Points \_\_\_\_\_ | **5** |  |
|  | **Maximum Points** | **100** |  |
| **Tally the points allotted in each of the sections. This is the candidate’s final score. The highest total any candidate may earn is 100 points.** | **Final Score** |  |