

**The Washington Post Principal of the Year Award
2017-2018**

Nomination Form

Loudoun County Public Schools

Instructions: Please provide the following information to nominate a principal to receive *The Washington Post Principal of the Year Award*. All materials requested must be attached to this nomination form. The completed form and supporting documentation must be returned as specified below. **Because selection is based on the Nomination Packet, care should be given to its clear preparation.**

Complete Name of **Nominee:** _____ Phone: _____

Nominee's School/s: _____ Grade or Subject: _____

Nominator: Name: _____ Phone: _____

Address: _____

Relationship to Nominee (check): fellow teacher former student student parent administrator other

ELIGIBILITY: Nominees must be principals of an accredited school (kindergarten through 12) in Loudoun County Public Schools. All nominees must have completed **five years'** experience as a principal, **three must be IN LOUDOUN COUNTY PUBLIC SCHOOLS**, at the time of nomination.

NOMINATION CRITERIA: Nominees must be principals who:

1. Manage effectively
2. Demonstrate and encourage creativity and innovation
3. Foster cooperation between the school and the community
4. Maintain a continuing dialogue with students and parents as well as faculty and staff
5. Keep abreast of developments in the field of education
6. Encourage team spirit
7. Demonstrate leadership and exemplify commitment
8. Continue to play an active role in the classroom
9. Maintain their position as principal throughout the 2018-19 school year

As the NOMINATOR you must include with this form the following materials:

1. A career summary/resume of the nominee
2. A description of contributions made by the nominee in each of the nomination criteria
3. A minimum of four statements of support, (a *maximum* of eight statements of support) one of which must be by a professional educator
4. 200 word biography, written to highlight the specific award for which the awardee was nominated

IMPORTANT: Nomination materials should be typed or written in **black ink** and **copy-ready**. Please do **not** submit packets in three-ring binders or other presentation folders. The use of paper clips or binder clips facilitates photocopying. **Please do not include videotapes, original photographs, and newspaper clippings** in your 8½" X 11" copy-ready packet. (Any required photographs will be taken by Loudoun County Public Schools.)

COMPLETED NOMINATION PACKETS must be received by 4:30 p.m. on Friday, December 15, 2017, for a nominee to be considered. Please send or deliver completed packets to:

Neil C. Slevin, Director
Office of Middle School Education
21000 Education Court
Ashburn, VA 20148

Contact the Middle School Education Office at 571-252-1090 with questions. Further information about this program is attached to this form.

The Washington Post Principal of the Year Award

Most educators will agree that the level of excellence a school achieves is directly related to the level of leadership provided by its principal. It is the combination of the principal's ability to manage, their interest in staff and students, their respect for learning and vision of the future that set the stage for the school's efforts to educate our children. The Washington Post Principal of the Year Award seeks to recognize those principals who go beyond the day-to-day demands of their position to create an exceptional educational environment. In presenting this award, The Washington Post hopes to encourage excellence in school leadership and to contribute in a substantive way to the improvement of education in the Washington metropolitan area.

Eligibility

Nominees must be full-time principals (in grades pre-kindergarten through 12) in an accredited school in one of the jurisdictions listed below. Each nominee must have completed a minimum of five years' experience as a principal, three of which must be in the school or school system in which he or she is currently serving.

- **District of Columbia**
- **Maryland:** Anne Arundel, Calvert, Charles, Frederick, Howard, Montgomery, Prince George's and St. Mary's Counties
- **Virginia:** Alexandria, Arlington, Fairfax, Falls Church, Fauquier, Loudoun, Manassas, Manassas Park, Prince William, and Stafford Counties

Nomination Criteria

Nominees must be principals who:

- Manage effectively.
- Demonstrate and encourage creativity and innovation.
- Foster cooperation between the school and the community.
- Maintain a continuing dialogue with students and parents as well as faculty and staff.
- Keep abreast of developments in the field of education.
- Encourage team spirit.
- Demonstrate leadership and exemplify commitment.
- Continue to play an active role in the classroom.
- Maintain their position as principal throughout the 2018-19 school year.

Nomination Process

1. Nominations may be submitted by teachers, students, former students, parents, administrators, or the general public. Principals may not nominate themselves.
2. Nomination materials must include:
 - A minimum of four statements of support, one of which must be from a professional educator.
 - A career summary.
 - A description of contributions in each of the nomination criteria.
 - A 200 word biography, written to highlight the specific award for which the awardee was nominated.

Selection

Public Schools

Each participating public school system will receive and screen nominations and will select one finalist in accordance with the criteria and nomination process listed here. A selection committee of individuals that represent teachers, administrators, parents, and The Washington Post will review nomination materials for each finalist. Nominations are scored using a standardized rubric. **One (1) finalist will be selected as The Washington Post Principal of the Year. The winner will be notified by The Washington Post on Monday, March 5, 2018.**

Completed Nomination Packets for LCPS Principals must be submitted to the address below by **4:30 p.m., Friday, December 15, 2017.**

**FOR FURTHER INFORMATION, CALL
OR EMAIL:**

**Mr. Neil Slevin
Director of Middle School Education
Loudoun County Public Schools
21000 Education Court
Ashburn, VA 20148**

**Neil.Slevin@lcps.org
Phone: 571-252-1090**