

New York State Association of  
Educational Office Professionals

Administrator of the Year Award



Please read carefully and follow the Guidelines  
Applications MUST be postmarked by July 15<sup>th</sup> and mailed to:

Terry Mitchell  
NYSAEOP Office Professional of the Year Award  
58 DeMallie Street  
Rochester NY 14610-1029

# **New York State Association of Educational Office Professionals ADMINISTRATOR OF THE YEAR**

## **GUIDELINES**

1. Candidate may be nominated by any NYSAEOP member of the current dues year (January 1-December 31) **Membership dues must be paid by June 30<sup>th</sup> to be eligible to nominate an administrator.**
2. **Do not** send scrapbooks, newspaper clippings or any other materials. All materials must be submitted by sponsoring association at one time and no materials will be returned.
3. A \$10 non-refundable fee payable to NYSAEOP must accompany the nomination. Fees will be used to help defray judging and award expenses, as well as to offset the expense for the winner to attend the annual conference.
4. Application materials must be POSTMARKED by July 15<sup>th</sup> If you would like verification of your packet being received, attach a self-addressed, stamped postcard to your nomination packet with the following information "Nomination packet received \_\_\_\_\_" This card will be completed and returned, upon receipt of your nomination packet.
5. The winning candidate and all sponsoring associations will be notified immediately after the judges' decisions are final.
6. An inscribed award will be presented to the winner at the annual conference.
7. Applications that do not follow the guidelines will be disqualified.

## **Eligibility**

1. Candidate must currently be employed as an educational administrator.
2. Candidate must have been employed as an educational administrator for a minimum of five (5) years.

## **Criteria for Selection**

Any person who merits recognition as an outstanding school administrator should display the following characteristics:

- Evidence of outstanding leadership as an educational administrator. Outstanding leadership is shown by administrative roles held, accomplishments in those roles, and recognition by peers and lay persons for significant contributions to education as an educational administrator.
- Indications of service and leadership, which include participation on committees, commissions, and task forces, as well as on programs.
- Community service not directly related to the education profession. Such service includes civic organizations or other groups or agencies whose purpose is to promote public interest.
- Service to the profession above and beyond normal job responsibilities. This includes service to educational organizations and agencies, other than at the local district level, as well as other significant contributions to the profession.
- Support of staff, including suggestions and assistance for job improvement and staff development.

## **Criteria for Judging**

- Each of the ten categories will be scored on a 10-point basis.
- In all cases, the decision of the judges is final.



# New York State Association of Educational Office Professionals

## NOMINATION FORM ADMINISTRATOR OF THE YEAR

Administrator's Name: \_\_\_\_\_

Administrator's E-mail: \_\_\_\_\_

School District: \_\_\_\_\_

Total # Years in Administration: \_\_\_\_\_

# Years in Present Position: \_\_\_\_\_

Nominated by: \_\_\_\_\_  
(Current NYSAEOP Member)

Nominating Member's E-mail: \_\_\_\_\_

Member's Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_(Home) \_\_\_\_\_(Office)

Signature of Nominating Member: \_\_\_\_\_

Date: \_\_\_\_\_

Please answer the following questions with brief explanations. If additional space is needed, please add additional pages. Do not mention your administrator's name in your responses.

1. Please state how your administrator successfully meets the needs of students in his/her school system.
2. Please state your administrator's major accomplishments and significant contributions as an educational leader.
3. Please state how your administrator supports you in your role as an office professional.
4. Please state how your administrator offers suggestions and assistance for improvement to all staff
5. Please state how your administrator is open and receptive to new ideas and trends.
6. Please state how your administrator is effective in communicating with parents/ community.

7. Please state, giving examples, his/her willingness to interact with the community by being involved with community groups, projects, activities, etc., that are not directly related to school.

8. Please state how your administrator takes advantage of opportunities for his/her professional growth.

9. Describe your administrator's:

a.) Attitude:

b.) Visibility/Availability:

Please return the form by July 15<sup>th</sup> to:

Terry Mitchell  
NYSAEOP Administrator of the Year Award  
58 DeMallie Street  
Rochester NY 14610-1029