



## NCAE AWARD NOMINATIONS DIVISION OF PRINCIPALS/ADMINISTRATORS

The NCAE Principal of the Year Award, NCAE Assistant Principal of the Year Award, NCAE Superintendent of the Year Award, and NCAE Central Office Administrator of the Year Award is presented annually by the NCAE Division of Principals/Administrators. These awards recognize the outstanding contributions to staff, students, and public education as a whole by members who work in administrative roles. Nominees are judged on professional practice, advocacy for the profession, community engagement, and leadership skills. Any public school principal, assistant principal, superintendent, or central office administrator who is a member of NCAE is eligible to be nominated, and nominations can be by any NCAE member or staff.

Recipients of these distinguished awards are chosen based on their responses to questions developed by an interview committee comprised of select members of the division's board via phone or face to face interview. During the interview, candidates will be asked to share a new initiative they have been involved in during the year as well as other items. A rubric will be used to score both nomination applications and the personal interview selection processes. Recipients of the awards will be required to make a presentation to the division board of directors during a board meeting.

Winners will be recognized with special presentations in the honoree's local school district. Recognition date and time will be determined by NCAE Leadership in conjunction with the award winner. Winner(s) will be presented a plaque and monetary award of \$1000.

If you wish to nominate an individual, please complete and return the nomination form found at [www.ncae.org](http://www.ncae.org) to Derevana Leach no later than the *last Monday in February of each year*. A completed packet of the nominations must be *received* via e-mail ([derevana.leach@ncae.org](mailto:derevana.leach@ncae.org)) or mailed to the address below by this date. Feel free to call 1.800.662.7924, extension 203 for additional information.

### Qualifications:

1. Only nominees who are members of NCAE/NEA shall be considered as a recipient of the award.
2. The nominee must sign the "Nomination Form Title Page."
3. The candidates nominated for the award must be interviewed via phone or in person.
4. The winner may be asked to serve in different positions/capacities

**NCAE Division of Principals/Administrators  
Attn: Derevana Leach  
3700 Glenwood Ave  
Suite 510  
Raleigh, NC 27612**

**NCAE 2023 Award Nomination  
NCAE Division of Principals/Administrators  
Nomination Form Cover Page**

*Please include the "Nomination Form Title Page" form along with the requested information.*

Name of *Nominee*: \_\_\_\_\_

School Name: \_\_\_\_\_

School Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ (Home) \_\_\_\_\_ (School)

Email: \_\_\_\_\_ (Home)

Nominated for:

- |   |   |
|---|---|
| <input type="checkbox"/> Principal of the Year      | <input type="checkbox"/> Assistant Principal of the Year          |
| <input type="checkbox"/> Superintendent of the Year | <input type="checkbox"/> Central Office Administrator of the Year |

\_\_\_\_\_  
Signature of the Nominator

\_\_\_\_\_  
Print Nominator's Name

\_\_\_\_\_  
Signature of Nominee

\_\_\_\_\_  
Date

## **NCAE Division of Principals/Administrators Award Nomination Questions**

To be considered for this award, please include the following items as a packet and mail postmarked by the first Monday in February or e-mail to the attention [derevana.leach@ncae.org](mailto:derevana.leach@ncae.org). The following information should be completed by the nominee, typewritten and using a standard font and size of 12 on a separate sheet of paper:

- 1) How do you demonstrate instructional expertise, creativity, and innovative techniques in your role as a leader?
- 2) In what ways do you serve as an advocate for the profession?
- 3) What is your involvement within the Association (local, state, national levels) and how have those experiences contributed to your success as an educator?