2022 Mississippi Administrator of the Year

Program Nomination Guidelines



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# **Mississippi Department of Education**

# **Office of Teaching and Leading**

**Administrator and Teacher of the Year Program**

**P.O. Box 771 - Jackson, MS 39205-0771
Phone: 601-359-3513**

**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 opportunities for students 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 guide their school towards better teaching and learning.

**Eligibility and Criteria**

The 2022 Mississippi Administrator of the Year candidate must:

* Be a full-time certified K-12 administrator employed in a state-accredited Mississippi public school as a building elementary or secondary principal, assistant principal, career technology or alternative school director at each stage of the recognition process (district, congressional district finalist, and state)
* Have a minimum of three (3) years of experience as an administrator and
* Have plans to continue in an active administrator status the following 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 2022 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 2022 Mississippi Administrator of the Year Program provides the following awards and rewards:

* A one-time $5,000.00 salary supplement from MDE
* Formal statewide recognition ceremony sponsored by MDE
* Tuition wavier from William Carey University for an advanced education degree (specialist or doctoral degree)
* Paid travel expenses (contingent upon the 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
* Serve on the state Administrator of the Year Selection Committee.

**Application and State Selection Process**

The Mississippi Administrator of the Year application is available each year in October with the application deadline in January. A memorandum, application guidelines and the application are sent to each school district superintendent by email. Application and guidelines are available via the following 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 candidate application will be reviewed a minimum of two (2) times by two (2) 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 their findings based on the content of the applications submitted by the sixteen (16) candidates 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 finalist, which includes a performance task
* Debrief and score each finalist, and
* Recommend the Mississippi Administrator of the Year and Alternate Administrator of the Year.

**Application Instructions**

Please complete all sections of the application (sections 1 – 5). Any part of the application that is left incomplete 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

**Attach the application form (pages 10-12) to the original application only**

**Section II – Resume**

Complete the resume section found on page 13. You may add more rows, as needed (do not exceed three pages). Please do not add your name, address, phone number, and references on the resume page.

**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 15 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. How are your beliefs and teaching demonstrated in the project? Attach an artifact of evidence showing student achievement.
* 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 recommendation that support why you should be the 2022 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, or 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 qualifies to become Mississippi’s 2022 Administrator of the Year.

**Submitting Applications**

After completing sections 1-5 of the application, submit **one original (with all sections 1-5)** and **(3) three stapled copies (with sections 2-5)** **postmarked** by **January 12, 2022** to:

**Mississippi Department of Education**

**Office of Teaching and Leading**

**Administrator and Teacher of the Year Program**

**P.O. Box 771**

**Jackson, MS 39205**

**For questions, contact Sandra Hilliard at 601-359-3513 or by email:** **shilliard@mdek12.org**

**2022 Mississippi Administrator of the Year Program Timeline**

**(Tentative)**

|  |  |
| --- | --- |
| **Date** | **Activity** |
| October 2021 | The 2022 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 12, 2022(postmarked) | Deadline for application submission. Submit one (1) original application (application sections 1-5) and three (3) stapled copies (application sections 2-5) to the Mississippi Department of Education. Faxed entries will not be accepted. |
| February 2022 | 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 2022 | A letter of congratulations emailed to district administrators. |
| March 2022 | 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. |
| April 1, 2021 | Mississippi Administrator and Teacher of the Year Awards Ceremony |

**CONGRESSIONAL DISTRICT MAP**





**2022 Mississippi Administrator of the Year Application**

**Evaluation Rubric**

Each candidate will be rated on the components of the application. Please use the following rubric as a checklist and guide when completing your 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** **(maximum 3 pages)**1. Education-colleges/universities, degree, major, and dates
2. Teaching Experience – district/school, position, subjects, and dates
3. Professional/Leadership Experience-organization/district, position, dates
4. Awards/Recognition – title and dates
5. Certifications – clearly defined (endorsements and year obtained)
 | 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 750 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. How are your beliefs and teaching demostrated in the project? Attach an artifact of evidence showing student achievement.*** Describes a project/program you have initiated to improve student achievement
* Results of the project/program
* Beliefs and teaching demonstrated in the project
* 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 750 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 750 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 750 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 750 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, or 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 2022 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** |  |



2022 Mississippi Administrator of the Year

**Application Form**

**Section I** (*please type*)

|  |
| --- |
| **Candidate’s Employment Information** |
| **Full Name:***(Mr., Mrs., Ms., Dr.)* | **School District:**  |
| **Congressional District: \_\_\_1 \_\_\_2 \_\_\_3 \_\_\_4** | **School Name:** |
| **School Address:** |
| **School Phone:** |
| **School Website:** |
| **Work Email:** |
| **Type of Administrator: \_\_\_\_ Elementary \_\_\_\_ Middle \_\_\_\_High School** |
| **Total Years Administrator Experience:** |
| **Superintendent’s Name:** | **Superintendent’s Phone:** |
| **Superintendent’s Email:** |
| **Candidate’s Personal Information** |
| **Home Address:** |
| **Personal Email:** |
| **Cell Phone:** | **Home Phone:** |
| **Twitter Handle:** | **Facebook Profile:** |
| **Instagram Profile:** | **Other Social Media:** |
| **Publicity Purposes Only** |
| **Spouse’s Name (If applicable):** | **Spouse’s Occupation (If applicable):** |
| **Children’s Name, School or Occupation:** |
| **Professional Information** |
| **Professional Memberships (i.e. MASS, MASA, etc.):** |
| **Platform/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****□ Surburban****□ Urban** |
| **National Board-Certified:** **□ Yes****□ No****□ In Progress** | **\*Gender:****□ Male****□ Female****□ Decline to answer** |
| **\*Age Category:** **□ 21 – 29** **□ 30 – 39****□ 40 – 49****□ 50 – 59** **□ 60 or older** | **\*Ethnicity:****□ Asian/Indian Subcontinent****□ Black/African American****□ Hispanic or Latino****□ Native American/Alaskan Native****□ Native Hawaiian or Other Pacific Islander****□ White****□ Multiple Ethnic/Racial Identities****□ 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 basic of disability. This information will not be shared with MDE Screening Committee and the State Selection Committee.*** |

|  |
| --- |
| **Administrator of** **the Year Candidate’s Signature** |
| By signing this nomination form, I acknowledge that:* I have read and understand the eligibility, criteria guidelines, and accept the responsibilities for Mississippi Administrator of the Year as outlined in the nomination packet on pages 2-3.
* I understand that I will become ineligible if I am not a full-time K-12 administrator at each stage of the recognition process (district, congressional finalist, and state).
* If selected as the 2022 Mississippi Administrator of the Year, I may be requested for various speaking and/or professional development engagements during the year of my recognition as necessary in order to fulfill the obligations (listed on pages 2-3) inherent in the honor.
* I give my permission that any or all of the materials provided (other than home address and telephone) may be shared with persons interested in promoting the Mississippi Administrator of the Year Program.

**Signature of Candidate \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **District Superintendent’s Approval and Signature** |
| By signing this nomination form, I acknowledge that:* I have read and understand the eligibility, criteria guidelines, and responsibilities for Mississippi Administrator of the Year as outlined in the nomination packet on pages 2-3.
* The candidate meets the critieria guidelines for Mississippi Administrator of the Year as outlined in the nomination packet and submits this nomination with my approval.
* The candidate will become ineligible if he or she is not a full-time K-12 administrator at each stage of the recognition process (district, congressional finalist, and state).
* If the candidate is selected as a congressional finalist, the district agrees not to send a news release, until Mississippi Department of Education announces the candidate as a congressional finalist.
* If the candidate is selected as the 2022 Mississippi Administrator of the Year and is requested for various speaking and/or professional development engagements during the year of recognition as necessary in order to fulfill the obligations (listed on pages 2-3) inherent in the honor, I give my approval.

**Signature of Superintendent\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

**2022 Mississippi Administrator of the Year Application**

**Section II: Resume (3 pages maximum)**

**Education**

|  |  |  |  |
| --- | --- | --- | --- |
| **School Name** | **Degree** | **Major** | **Years Attended****(i.e., 2010-2014)** |
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**Teaching Work Experience**

|  |  |  |  |
| --- | --- | --- | --- |
| **Title** | **District/Organization** | **Subject(s) Taught** | **Years in Position****(i.e., 2010-2014)** |
|  |  |  |  |
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**Professional Leadership Experience**

|  |  |  |
| --- | --- | --- |
| **Position** | **Organization** | **Years in Position****(i.e., 2010-2014)** |
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**Awards and Other Recognition**

|  |  |
| --- | --- |
| **Award/Recognition** | **Year Received** |
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**Certifications**

|  |  |
| --- | --- |
| **Certification/Endorsements** | **Year Obtained** |
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**2022 Mississippi Administrator of the Year Application**

**Section III: Professional Biography (Complete in 3rd Person/maximum 500 words)**

**2022 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. How are your beliefs and teaching demonstrated in the project? Attach an artifact of evidence showing student achievement. **(maximum 750 words)**
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? **(maximum 750 words)**
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. **(maximum 750 words)**
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? **(maximum 750 words)**
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? **(maximum 750 words)**

**2022 Mississippi Administrator of the Year Application**

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