

Criteria and Selection Process for District Principal of the Year/ District Assistant Principal of the Year

The Indiana Association of School Principals annually recognizes outstanding school leaders in each of the 12 Indiana districts who have succeeded in providing high-quality learning opportunities for students. These principals are acknowledged by their peers for the exemplary contributions they have made to the profession. The program honors school principals / assistant principals who have demonstrated excellence in the areas addressed by the selection criteria. The following selection criteria reflect the elements inherent in these ideals.

Criteria for Nominees

- Nominee must hold a valid administrator's license.
- The Assistant Principal of the Year Nominee must be a current member of the Indiana Association of School Principals for **one (1)** full year prior to nomination.
- The Principal of the Year Nominee must have completed a **minimum of three (3) years** as a building principal to be nominated as a District Principal of the Year.
- An administrator planning retirement at the completion of this school year is not eligible.

Desired Characteristics of a Nominee

- Nominee should provide evidence of membership and active involvement in additional professional organizations.
- Nominee should provide evidence of personal community involvement.
- Nominee should provide evidence of personal involvement in the implementation and/or support of successful programs in the school.
- Nominee should provide evidence of his or her role in ensuring a positive school climate which reflects high student and staff morale.

Additional Criteria

- **Leadership at the building level:** It is important that the nominee for this award demonstrate creative and progressive leadership in his or her building. We look for how the principal / assistant principal applies best practice ideas and actively engages teachers, parents, staff, and students in the process.
- **Leadership at the district and community level:** The nominee should provide evidence that the principal / assistant principal is actively involved in promoting the school and participating in community-based programs.
- **Leadership at the state level:** The focus here is on how the principal / assistant principal significantly contributes to the profession. What does he or she do that is value-added?

Timelines for the Process

- Nomination form is due to the IASP office no later than **February 23, 2024**.
- Nominees for District Principal of the Year will be notified and an application packet will be sent. Nominees will complete and submit District Principal of the Year/AP of the Year application packet by **March 22, 2024**.
- Completed applications for District Principal of the Year will be sent to the district selection committees for selection of district winner no later than **March 25, 2024**.
- District winner's names are due to the IASP office no later than **May 3, 2024**.
- District winners will be notified in May 2024 and asked to complete the Indiana Principal of the Year application packet to be submitted to the IASP office by **June 30, 2024**.
- Blue Ribbon Awards Committee will screen all district candidate applications in the late summer. The Blue Ribbon Committee consists of all district and state winners from 2022 and 2023.
- State winners will be announced at the Awards Banquet at the Fall Professionals Conference **November, 2024**.

Nomination Procedures

- Fellow administrators, teachers, parents, etc. may nominate an outstanding principal. Nomination forms can be found online at www.iasp.org.
- Complete the nomination form and submit it electronically to the IASP office to thoke@iasp.org by **February 23, 2024**.
- Administrators retiring at the end of this school year are not eligible.

Awards

- Each of the 12 districts in Indiana comprises a selection committee in their district to review District Principal of the Year applications and name a winner.
- One winner from each district will be named in the following categories:
 - District Elementary School Principal of the Year
 - District Middle School Principal of the Year
 - District High School Principal of the Year
 - District Assistant Principal of the Year

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