**OACOA Achievement of Excellence Award**

**PURPOSE**

To publicly honor an OACOA member who represents the commitment to excellence in education that exemplifies the OACOA membership.

**CRITERIA FOR SELECTION**

1. Must have completed five years in a supervisory position, in Oregon
2. Must be a member of COSA/OACOA.
3. Must exhibit service and achievement in their educational role that is above and beyond that which is expected.
4. Exhibits professional development and growth through involvement in professional organizations.
5. Professional accomplishments have contributed significantly to the educational development of students and other staff.

**GENERAL PROCEDURE**

1. Nomination materials will be sent to all superintendents, principals, and OACOA members.
2. Nominators will contact nominees to obtain information required.
3. The OACOA Executive Committee will act as the selection committee by judging the materials and by personal contact with the home districts of the nominees, if desired.
4. The finalist will be recognized at the OASE/OACOA Conference in January.

**TIMELINE**

1. Materials will be available in October.
2. Completed nomination forms should be sent to COSA staff member, Joanne Fey by

**Wednesday, December 5, 2018.**  You may also email forms to: joanne@cosa.k12.or.us.

1. The nominees and finalist will be notified in January prior to the OASE/OACOA Conference.

**OACOA Achievement of Excellence Award**

**Nomination Form**

**Nominee’s Name Position **

**District **

**Address: **

**Phone  e-mail **

*Please answer all five questions, and be sure to include the essential signatures.* ***2 pages maximum (not including this form).***

1. List supervisory position(s) held in the past five years. Title, district, length of service.
2. Describe in some detail, achievements as they relate to student achievement. Give specific examples that would be described as going beyond the normal expectations of the position.
3. List and explain how the nominee has developed and updated his/her professional growth. Describe contributions made to the profession.
4. What has been accomplished in this position that has had an impact on the educational development of staff?
5. List other details that are pertinent to aid the committee in the selection process.

***I submit that the nominee name above is an OACOA member who has met the above criteria to be recognized as the recipient of the OACOA Achievement of Excellence Award.***

**Nominator’s Name  Position **

**District **

**Phone  e-mail **

**Nominator’s signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Return by no later than Wednesday, December 5, 2018.**

 COSA

 Attention: Joanne Fey

 707 13th St. SE, Suite 100

 Salem OR 97301

Or you may e-mail your document: joanne@cosa.k12.or.us