**OASSA 2019 Assistant Principal of the Year**

**PURPOSE**

To publicly recognize the outstanding leadership of assistant principals in Oregon and to honor them at the national level with NASSP as well.

**CRITERIA FOR SELECTION**

1. Must have served as an assistant principal at one or more middle level or high schools for *three* or more consecutive school years.
2. Must be a member of COSA/OASSA. If selected as Oregon’s winner, a membership in NASSP will also be required.
3. Exhibit personal excellence. Model professional growth, communicates effectively, and interacts with others professionally and tactfully.
4. Demonstrate collaborative leadership. Involve teachers, staff members, parents, students and the community in creating and fostering a shared vision for the school.
5. Ensures a high level of curriculum, instruction and assessment.
6. Establishes and maintains a school environment that reflects high expectations for students and staff. Creates a school climate that is warm, inviting, safe and secure.

**GENERAL PROCEDURE**

1. Nomination materials will be sent to all COSA members.
2. Nominators will contact nominees to obtain information required if necessary.
3. The OASSA 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 COSA Conference in June.

**TIMELINE**

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

**Monday, October 10, 2018.**  You may also email forms to: [joanne@cosa.k12.or.us](mailto:joanne@cosa.k12.or.us)

1. The nominees and finalist will be notified by the beginning of November and be honored at the COSA conference in June and again at the Principal’s conference the following October.

**OASSA 2019 Assistant Principal of the Year**

**Nomination Form**

**Nominee’s Name **

**School **

**District **

**Address: **

**Phone  e-mail **

*Please answer all five questions below.* ***2 pages maximum (not including this form).***

1. List supervisory position(s) held in the past three+ 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 OASSA member who has met the above criteria to be recognized as the recipient of the OASSA Assistant Principal of the Year Award.***

**Nominator’s Name  Position **

**District **

**Phone  e-mail **

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

**Superintendent’s signature of support \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Return by no later than Monday, October 10, 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](mailto:joanne@cosa.k12.or.us)