



# Texas Classroom Teachers Association Administrator of the Year

## Official 2006-07 award nomination rules & regulations

### Purpose of the award

1. To honor outstanding school administrators in Texas.
2. To project a clear image of what classroom teachers feel exemplifies an outstanding administrator.
3. To promote communication and understanding between TCTA members and administrators.

### Prerequisites for nomination

1. Each nominee must be classified by his/her school district as an administrator.
2. Nominees must currently be employed in a public school district in Texas, and there must be a TCTA member in that district.
3. Former nominees may be renominated; however, past recipients of the award are not eligible for nomination or selection.
4. Nominees must have served in an administrative position in Texas public schools for the past three consecutive years (does NOT have to be in the same position or even the same district).

### Award categories

- Elementary school
- Middle/secondary school
- Central office

### Criteria for the awards

The TCTA Communications/Public Relations Committee will consider the following criteria in selecting the winners:

1. Number of years the nominee has worked in public education.
2. How the nominee solicits/respects the views of educators, and the quality of his/her interactions with faculty.
3. Nominee's proven commitment to site-based decision making (if applicable).
4. Nominee's instructional leadership.
5. Nominee's support of professional activities and local professional associations.
6. Nominee's support of and involvement with parents and the community.

### Nomination procedures

1. CTAs may submit one Administrator of the Year nominee in each category. CTA nominees must be selected through a CTA election or other democratic process (e.g., ballots made available to all members, a vote at a publicized meeting, etc.). Nominations also may be submitted by a "TCTA Member-at-Large,"\* if appropriate.
2. Nomination materials addressing "Criteria for the awards" requirements cannot be written by the nominee.
3. Nominations may be submitted to TCTA headquarters via mail, FAX or hand delivery using the information below. Official nomination forms are available online through the TCTA Web site at [tcta.org](http://tcta.org).
4. Entries from CTAs must be signed by the CTA President.
5. Nominations must be submitted with an official entry form. Submitted materials will not be returned.
6. Nominations must be electronically stamped or postmarked on or before Nov. 1, 2006.

### Selection process

Nominations are evaluated and winners selected by members of the TCTA Communications/Public Relations Committee. Nominee names, school districts, and CTA affiliations (if any) will be eliminated to ensure a fair and impartial judging process.

### Presentation of the awards

Each TCTA Administrator of the Year award winner receives a cash prize and an engraved plaque. The winners will be honored in March 2007 at the Awards Luncheon, held at the conclusion of the TCTA Convention in Austin.

*\* In areas where there is not a TCTA local affiliate, nominations may be submitted by an individual "Member-at-Large."*



TCTA Awards Program

P.O. Box 1489 • Austin, TX 78767-1489

Toll-free number: (888) 879-8282 • FAX: (512) 469-9527 • Web site: [tcta.org](http://tcta.org)

Physical address: 700 Guadalupe St. • Austin, TX 78701

**Nominations must be electronically stamped or postmarked on or before Nov. 1, 2006**



# TCTA Administrator of the Year

## Official 2006-07 award nomination form

Please duplicate if necessary

COMPLETION OF BOXED AREAS REQUIRED. THESE AREAS WILL NOT BE VIEWED BY JUDGES.

Nominee: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 School district: \_\_\_\_\_  
 Campus: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, state, ZIP: \_\_\_\_\_ E-mail: \_\_\_\_\_  
 Home phone: ( \_\_\_\_\_ ) \_\_\_\_\_ School phone: ( \_\_\_\_\_ ) \_\_\_\_\_

Category:       Elementary school       Middle/secondary school       Central office

Years in public education: \_\_\_\_\_ Years with this district: \_\_\_\_\_ Years at administrative post: \_\_\_\_\_

Was nominee ever: teacher/other nonadministrative professional? \_\_\_\_\_ TCTA member? \_\_\_\_\_ (years: \_\_\_\_\_)

**Please attach A MAXIMUM OF SEVEN PAGES providing the following information on the nominee:**

- A. Education. Include degrees and certificates.
- B. Professional Background. Positions held and employment dates/locations, beginning with the present position.
- C. Professional Organizations. Local, state and national memberships and significant offices held.
- D. Honors or awards. List only those related to education.

**Provide brief, specific examples of how the nominee accomplishes the following:**

1. Solicits/respects the views of educators.
2. Is committed to facilitating site-based decision making.
3. Exhibits strong instructional leadership.
4. Supports educator involvement in professional associations/development activities.
5. Effectively interacts with the community.

**Note: The above five items cannot be written by the nominee.**

*In material attached to the nomination form, try not to refer to the nominee by name or school district or to mention any CTA name. Any such identifying references will be eliminated prior to nomination submission to judges.*

**This section MUST be completed or the nomination may be deemed invalid:**

CTAs may nominate one administrator in each category. The CTA President must sign this nomination; the signature attests that a publicized democratic process was followed in selecting this nominee.\*

Signed: \_\_\_\_\_ President or Member-at-Large\*  
 \_\_\_\_\_ Classroom Teachers Association

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

City, state, ZIP: \_\_\_\_\_ E-mail: \_\_\_\_\_

Home phone: ( \_\_\_\_\_ ) \_\_\_\_\_ School phone: ( \_\_\_\_\_ ) \_\_\_\_\_

Best number to use and time to call: \_\_\_\_\_

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