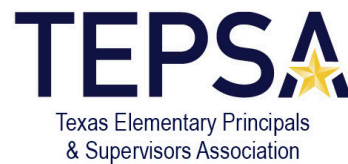


NAESP NATIONAL OUTSTANDING ASSISTANT PRINCIPAL[®] PROGRAM

A Program to Honor Assistant Principals in
Elementary and Middle-Level School Leadership

2026-27 Application



~ PROGRAM BACKGROUND ~

The National Association of Elementary School Principals is committed to preparing assistant principals to step into the principal role. Recognition for the exceptional leadership of those who are responsible for the day-to-day operations of pre-K–8 schools instills pride in their accomplishments and reinforces their leadership in helping children develop a lifelong love of learning.

~ CRITERIA ~

- Applicant must be in his/her second year (minimum) as a TEP SA member.
- Applicant must be an active assistant principal at the time of application deadline.
- Applicant must be an active assistant principal for at least two years.
- Applicant must contribute to the well-being of the educational community.
- Applicant must contribute to a positive and motivating environment for others.
- Applicant must have a strong record of service (in both school and community) and be recognized as a leader.
- Applicant must exhibit exceptional leadership in a particular school program and/or is heavily involved in finding a solution to a problem faced by the school.

~ PROCESS ~

Public school elementary and middle-level assistant principals apply for the award via their state association. Honorees will be awarded complimentary registration to the 2027 National School Leaders Conference Powered by NAESP and will be recognized during the event.

The 2026-2027 program will begin September 2026. **Applications must be submitted to your TEP SA Region president. To be eligible for this program, applicants must meet program criteria, complete the TEP SA Region Assistant Principal of the Year application including the superintendent acknowledgement form and a labeled professional digital photograph (a “headshot” with a plain, color background) at 300 dpi. If you need your region president's contact information, please email elizabeth@tepsa.org or call 512-478-5268.**

A roster of 2026-2027 award winners will be featured on the NAESP website.

NAESP NATIONAL OUTSTANDING ASSISTANT PRINCIPAL® PROGRAM

APPLICATION FORM

Please type, word process, or print clearly

Name	Prefix	First	Middle Initial	Last	Suffix
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~ CONTACT INFORMATION • SCHOOL ~

School Name

School Address	Street	City	State	Zip	Country
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School Phone (Include Area Code)

School E-Mail

~ CONTACT INFORMATION • HOME ~

Home Address	Street	City	State	Zip	Country
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Cell Phone (Include Area Code)

Home E-Mail

~ PROFESSIONAL INFORMATION ~

Professional Experience (List by most recent, excluding current position/school)

Position	Name and Location of School	Dates

Total Number of Years as an Assistant Principal _____

Total Number of Years in Current Position/School _____

Professional Preparation (List by most recent)

Degree	Name and Location of Institution	Dates

Name _____

~ SCHOOL INFORMATION ~

School's Grade Configuration (check one)

- ☐ Elementary School Applicant- School's Grade Configuration_____
- (Must include either pre-K, K, 1, 2, 3, or 4 though older students may attend as well)
- ☐ Middle School Applicant – School's Grade Configuration_____
- (May NOT include pre-K, K, 1, 2)

School Enrollment

~ STATE AND DISTRICT INFORMATION ~

State or Area Represented

School District

School Superintendent's Name

District Phone (including area code)

School Setting: (check one) ☐ Urban ☐ Suburban ☐ Small Town ☐ Rural

~ PROFESSIONAL ACTIVITIES, AWARDS, AND HONORS ~

Name of Professional Association/Organization

Offices Held / Awards Received

Dates

[illegible]

~ SERVICE TO THE COMMUNITY ~

Name of Community Association/Organization	Offices Held / Awards Received	Dates

~ TWO MOST SIGNIFICANT ACCOMPLISHMENTS AS AN ASSISTANT PRINCIPAL ~

- 1)

2)

~ BEST PRACTICES ~

Describe two best practices that have worked well in your school. (up to 500 words each)

Label each of your practices with the abbreviation of the category or categories in which it falls:

Abbr.	Category
AP	Assessment Tools for Assistant Principals (Including Self-Assessment)
EC	Early Childhood Education
IL	Assistant Principal's Role as Instructional Leader
PC	Parent and Community Relations
SA	Student Assessments
SI	School Improvement Strategies
SL	Student Leadership
ST	Standardized Tests
TA	Teacher Assessment and Evaluation
TD	Teacher and Staff Development
TL	Turnaround Leadership
WC	Whole Child Initiatives
21st	21st Century Learning (problem solving, teaching creativity and collaboration across borders)

[illegible][illegible]

~ REFLECTIVE PRACTICES ~

What skills have you found most useful in leading as an assistant principal?

What is a challenge you've faced as an assistant principal, and how did you overcome it?

What advice would you give to an aspiring assistant principal or someone who is new to the role?

TO BE COMPLETED BY APPLICANT'S REFERENCE

***Two letters of reference are required. One must be from the Assistant Principal's Principal or Superintendent.**

APPLICANT'S REFERENCE FORM

~ LETTERS OF REFERENCE ~

Name of Applicant: _____

Each applicant is asked to secure two letters of reference, one from the applicant's supervisor and one selected from the following persons: **superintendent, a fellow administrator, a teacher currently serving on the applicant's staff, or a parent/civic/community leader.** Each letter of reference should include a copy of this form.

To the Applicant's Reference:

The National Outstanding Assistant Principal (NOAP) selection committee appreciates your help in assessing this applicant's skills and knowledge in the area of school leadership. Please base your comments on the applicant's professional performance. Limit your comments to one 8 ½ x 11" page, using at least 10 pt. type. Please mail your letter of reference and signed Applicant's Reference Form to: TEPSA; Attn: Elizabeth Kernan; 501 E. 10th Street; Austin, TX 78701 or if you prefer email both items to elizabeth@tepsa.org. Reference letters may not be submitted by award applicant.

This letter of reference is from (please check one):

☐ The applicant's supervisor

☐ A fellow administrator

☐ A teacher

☐ A parent/civic/community member

Please print or type.

Printed Name of Reference

Title

Address

City

State

Zip

Country if not USA

Phone (including area code)

E-Mail Address

Signature of Reference

Date

The National Outstanding Assistant Principal program does not discriminate on the basis of race, color, creed, ethnicity, age, religion, county of origin, or sexual orientation.

APPLICANT'S AFFIRMATION STATEMENT

I do hereby affirm that I plan on remaining in a position of school leadership during the 2026-27 school year.

I do further affirm that the information included in this application packet is a fair and true representation of the facts of my professional career.

I do hereby grant my permission for any or all of the enclosed materials (but excluding my home address, home and/or cell phone number, and home e-mail address) to be shared with persons and organizations interested in promoting the National Outstanding Assistant Principal Award Program and its honorees.

PRINTED NAME OF APPLICANT: _____

APPLICANT SIGNATURE: _____

DATE: _____

The National Outstanding Assistant Principal program does not discriminate on the basis of race, color, creed, ethnicity, age, religion, county of origin, or sexual orientation.

Applicant for TEPSA Award Superintendent Acknowledgement Form

Applicant Name: _____ Date: _____

Applying for TEPSA Award (choose one):

Region Assistant Principal of the Year (Named by TEPSA in late January) ☐

Region TEPSAN of the Year (Named by TEPSA in early February) ☐

Superintendent Name: _____ ISD: _____

Email: _____ Phone: _____

Each person considered for an award from the Texas Elementary Principals and Supervisors Association (TEPSA) is required to secure a reference from their superintendent. TEPSA's awards selection committee appreciates your help.

I certify that, if named as an award recipient by TEPSA, _____ will be a positive ambassador for TEPSA, our region, and our school district.

Other comments:

Superintendent Signature: _____

ABOUT THE SPONSOR



Horace Mann is the largest national multiline insurance company focusing on educators' financial needs. Horace Mann provides insurance specifically designed for educators. Horace Mann offers auto, home, life, and retirement products as well as supplemental products. In addition, Horace Mann recently enhanced the student loan platform, which is by tuition.io. Founded by Educators for Educators® in 1945, the company is headquartered in Springfield, Illinois. For more information, visit <https://schools.horacemann.com>.