NATIONAL DISTINGUISHED PRINCIPALS PROGRAM

A Program to Recognize Excellence in Elementary and Middle Level Principals’ School Leadership

2020 Nominee’s Application Packet

The Texas program is sponsored by the Texas Elementary Principals & Supervisors Association

In corporate partnership with Mentoring Minds
PROGRAM BACKGROUND

The National Distinguished Principals (NDP) program was established in 1984 to recognize elementary and middle level principals who set high standards for instruction, student achievement, character, and climate for the students, families, and staffs in their learning communities. The program was based on three fundamental ideas:

- Children’s attitudes towards learning and their perceptions of themselves as lifelong learners are established in the beginning school years.
- The scope and quality of children’s educational experiences are determined primarily by the school principal, who establishes, through the important work of teachers and the support of caring parents, the character of a particular school’s program.
- The dedication and enthusiasm of the outstanding principals who guide children’s early education experiences should be acknowledged to both show appreciation for their work as well as to allow them to serve as models for others in the field.

Each year, NDPs represent PreK-8 public schools from across the country as well as principals in U.S. private schools and those from the US Departments of Defense Office of Educational Activity and the US Department of State Office of Overseas Schools. Public school elementary and middle-level principals are nominated by peers in their state, and final selections are made by committees appointed by each of NAESP’s state affiliate offices. Honorees from private schools and overseas schools are selected by special committees.

Criteria established by NAESP require that the individual is a practicing principal with at least five years experience in the principalship, who plans to continue as a practicing principal. The principal must demonstrate evidence of outstanding contributions to the community and to the education profession and must meet the following criteria:

- Must be a principal for at least five years.
- Must be a member of TEPSA for at least three years.
- Must be a member of NAESP if selected as a finalist and maintain membership through the conclusion of the NAESP Award Ceremony;
- Is clearly committed to excellence;
- Has programs designed to meet the academic and social needs of all students; and
- Has firm ties to parents and the community.

PLEASE NOTE

Anyone serving on the TEPSA Executive Committee or NAESP Board of Directors, during the official nomination time period or during the year he/she would serve as NDP, is ineligible for NDP selection.

**Elementary school NDP candidates** must be principals of schools with students in either grades PreK, K, 1, 2, 3, or 4, though older students may attend as well.

**Middle level school NDP candidates** must be principals of schools with students in grades 4, 5, 6, 7, and/or 8 only.
## Nominee’s Application Form

(TO BE COMPLETED BY NOMINEE - Please type, word process, or print clearly)

<table>
<thead>
<tr>
<th>Name</th>
<th>Prefix</th>
<th>First</th>
<th>Middle Initial</th>
<th>Last</th>
<th>Suffix</th>
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~ Contact Information – Home ~

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<tr>
<th>Home Address</th>
<th>Street</th>
<th>City</th>
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<th>Home Phone</th>
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~ Contact Information – School ~

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<th>School Name</th>
<th>School District</th>
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<th>School Address</th>
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<tr>
<th>School Phone</th>
<th>(Include Area Code)</th>
<th>School Fax</th>
<th>(Include Area Code)</th>
<th>NDP’s School E-Mail</th>
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<tr>
<th>School Setting:</th>
<th>Urban</th>
<th>Suburban</th>
<th>Small Town</th>
<th>Rural</th>
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~ Professional Information ~

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

<table>
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<tr>
<th>Position</th>
<th>Name and Location of School</th>
<th>Dates</th>
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Total Number of Years as a Principal _______  Total Number of Years in Current Position/School _______

**Professional Preparation** (List by most recent)

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<th>Degree</th>
<th>Name and Location of Institution</th>
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~ School Information ~

**School’s Grade Configuration**  (check one)

- ☐ Elementary School Nominee – School’s Grade Configuration ____________________________
  (must include either pre-K, K, 1, 2, 3, or 4 though older students may attend as well)

- ☐ Middle School Nominee – School’s Grade Configuration ____________________________
  (may NOT include pre-K, K, 1, 2)

**School Enrollment** ____________  **Students Receiving Free/Reduced-Price Meals** ________ %

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To be completed by Private School Nominees Only:

**PRIVATE SCHOOL NOMINEE**

~ Organization Information ~

This nominee is representing

- ☐ Council for American Private Education (CAPE) organization  ☐ Other private school organization
- ☐ Independent nominee

Name of organization represented: __________________________________________________________

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<th>Name of Board Chair</th>
<th>Board Chair’s E-Mail</th>
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*Save as individual document for easy uploading

~ PROFESSIONAL ACTIVITIES, AWARDS, and HONORS ~

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<th>Name of Professional Association/Organization</th>
<th>Offices Held / Awards Received</th>
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~ SERVICE TO THE COMMUNITY ~

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<th>Name of Community Association/Organization</th>
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~ THREE MOST SIGNIFICANT ACCOMPLISHMENTS AS A PRINCIPAL ~

1) __________________________________________
   __________________________________________
   __________________________________________
   __________________________________________

2) __________________________________________
   __________________________________________
   __________________________________________
   __________________________________________

3) __________________________________________
   __________________________________________
   __________________________________________
   __________________________________________
**Best Practices for Better Schools**

An important component of each NDP program is the compilation of Best Practices used in the schools of our National Distinguished Principals. We recently revised our submission guidelines based on feedback from principals. To that end, please submit your Best Practices in the manner explained below.

- Describe one to five practices that have worked well in your school. When appropriate, supply accompanying data (graphs, spreadsheets, tables, etc.) that address results and outcomes.
- Categorize each of your ideas by using the following abbreviations (many will fall into more than one category):

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

**FORMAT GUIDELINES** (also see attached sample copy):
1. At the top of your submission please include your name, title, and the name and address of your school (please see attached sample copy)
2. Separate each practice by title.
3. There is no word limit, but NAESP reserves the right to edit copy if necessary.
A goal of Name school district is to graduate world-class citizens who will become quality contributors in their communities and beyond. In past years, educators at School Name have reached out to schools as far away as Afghanistan and Japan, connecting children and exposing them to diverse customs and languages. School Name’s students have learned that, despite cultural differences, kids are essentially just kids. Principal Name believes that same lesson can be taught by partnering with a school just around the corner.

He and his team approached the staff at the Name of Academy—where 95 percent of students are Latino and many students speak Spanish as their first language—to propose a partnership. Initially, the goal was for 4th graders at both schools to expand their understanding of what it means to be a community while learning math and science concepts together in a fun team-building activity called the Solar Sprint. But the program blossomed into more when teachers and principals began to share resources and time—and meals out—and students at both schools joined forces to feed hungry children around the world.

Implementation
Twelve LEGO E-Lab kits were purchased with Dream funds for the 4th grade classes at School Name so that they could participate in a Solar Sprint competition at School Name in June. Working in teams, students designed, built, tested and raced solar cars; in the process they learned about simple machines, renewable energy, speed and efficiency ratios, and other concepts. On the day of the race, engineering students from the Name of University came to display their race car designs and interact with students.

While students worked on their solar cars, they also engaged in community service projects. School Name students and their families collected and donated books—and much-needed sports equipment—to the Name of Academy. Children from both schools packaged 15,000 meal kits to support Kids Against Hunger, a humanitarian food-aid organization. Board of education members and the school superintendent were in attendance at the event to show their support.

Results
Fourth-graders from both schools applied math and science concepts and raced their cars in a friendly competition for a successful Solar Sprint. But the alliance that started with a math-science project went beyond what organizers had anticipated. School Name students organized a book drive for and took part in a collaborative service project with their new friends at the school.

And principals and teachers from the two schools became friends, sharing resources and ideas and helping out at one another’s school events. The partnership was acknowledged by a National PTA’s Family-School Partnership Award of Merit.

Next Steps
Pearson and his team plan to continue their relationship with school. They have applied for a grant to purchase computer equipment that will allow staff at the two schools to communicate more easily using video conferencing.
~ SCHOOL LEADERSHIP STATEMENTS ~

Please answer the following four questions regarding your professional beliefs, practices, and accomplishments in each of these areas that qualify you to represent your state or organization as its National Distinguished Principal.

Please use at least 10 pt. type and limit each response to a maximum of 300 words. Answer each question on a separate sheet of plain 8 ½” x 11” paper. Please include your name in the upper right hand corner of each page.

Question 1: How do you balance leadership and management duties to best support student achievement?

Question 2: How have you involved parents and community members in supporting student achievement?

Question 3: How do you support learners who are struggling, challenge learners who are excelling, and maintain high standards for all?

Question 4: How do you cultivate, monitor, and advance a positive climate in your building?

NAESP’s Leading Learning Communities, Standards for What Principals Should Know and Be Able To Do, Second Edition (2008) identified six key areas of effective school leadership. Please refer to these six areas as you answer the four questions above.

I. Effective principals lead schools in a way that places student and adult learning at the center.

II. Effective principals set high expectations for the academic, social, emotional, and physical development of all students.

III. Effective principals demand content and instruction that ensure student achievement of agreed-upon standards.

IV. Effective principals create a culture of continuous learning for adults tied to student learning and other school goals.

V. Effective principals manage data and knowledge to inform decisions and measure progress for student, adult, and school performance.

VI. Effective principals actively engage the community to create shared responsibility for student performance and development.
SUPERVISOR’S CERTIFICATION FORM

The above-named principal has been nominated to be a National Distinguished Principal. This form is to certify that the principal’s employer understands the following obligations and responsibilities inherent in acceptance of this award.

- The Distinguished Principal will be expected to travel to and from Washington, D.C., to participate in the two-day recognition events and ceremony.
- The National Association of Elementary School Principals will provide two nights lodging, an opening night welcome reception, and one dinner (the awards banquet) for each honoree and a guest. Costs for travel and other meals are assumed by the nominee, the school district, or other state or local sources.
- The Distinguished Principal may receive limited requests to represent the National Association of Elementary School Principals on national committees. In these cases, costs are borne by either NAESP or the sponsoring party.
- Publicity for the Distinguished Principal may generate occasional opportunities for speaking engagements at the state level as well as requests to visit the principal’s school.

This is to certify that I acknowledge and endorse the nomination of ________________________________

Name of Nominee

as the National Distinguished Principal representing ________________________________

State, Private School, or Other Jurisdiction

Name of Supervisor/Employer (please print) ________________________________

Title ________________________________

Address of Supervisor/Employer ________________________________

Phone Number (including area code) ________________________________

Signature of Supervisor/Employer ________________________________

Date ________________________________

The National Distinguished Principals program does not discriminate.

NOTE TO THE NOMINEE: Please submit this Nominee’s Certification Form with your completed application packet to: TEPSA; 501 E. 10th Street; Austin, TX 78701; Elizabeth@tepsa.org.

National Distinguished Principals Program

Nominee’s Application Packet
TO BE COMPLETED BY NOMINEE

Nominee’s Name__________________________________________

National Distinguished Principal’s Checklist

The National Association of Elementary School Principals (NAESP) needs this completed packet of information on file for each National Distinguished Principal.

___ Application Packet

___ Best Practices

___ Signed Affirmation Statement

___ Supervisor’s Certification Form

___ Four letters of reference

     ___ Supervisor    ___ Fellow administrator

     ___ Teacher         ___ Parent/civic/community member

A high-quality, color photo - Image files need to be 300 dpi or greater, in jpg./tif format.
Please include the NDP’s name and his/her state or organization as the file name (ex, Jane Doe – VA or Harry Smith – DOS) and submit by e-mail or in a PC-compatible form (floppy or compact disk). Photos should be a “head shot” with a plain, colored background.

IMPORTANT!

NAESP needs a high-quality, color photo of each NDP. Image files need to be 300 dpi or greater, in jpg./tif. format, a “head shot” with a plain, colored background.
Please include your name and TEPSA as the file name (Ex., Henry Smith, TEPSA).
TO BE COMPLETED BY NOMINEE’S REFERENCE

NOMINEE REFERENCE FORM
NATIONAL DISTINGUISHED PRINCIPAL

Letters of Reference

Name of Nominee: ____________________________

Each National Distinguished Principal nominee is asked to secure four letters of reference, one from each of the following persons: an immediate supervisor or superintendent, a fellow administrator, a teacher currently serving on the nominee’s staff, and a parent/civic/community leader. Each letter of reference should include a copy of this form.

To the Nominee’s Reference:

The National Distinguished Principals (NDP) selection committee appreciates your help in assessing this NDP candidate’s skills and knowledge in the area of school leadership. Please base your comments on the nominee’s professional performance. Limit your comments to one 8 ½ x 11” page, using at least 10 pt. type. If you prefer, your letter of reference may be mailed directly to: TEPSA; 501 E. 10th Street; Austin, TX 78701; Elizabeth@tepsa.org.

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

___ the nominee’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) ____________________________ Fax (including area code) ____________________________ E-Mail Address ____________________________

Signature of Reference ____________________________ Date ____________________________
NATIONAL DISTINGUISHED PRINCIPALS PROGRAM

NOMINEE’S AFFIRMATION STATEMENT

I do hereby affirm that I plan on remaining in a position of school leadership during the year in which I am serving as a National Distinguished Principal.

I do further affirm that I am a member of TEPSA and NAESP and will continue to be a member through October 2020.

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 (including my photo 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 Distinguished Principals program and its honorees.

I do hereby agree to serve as an “ambassador” for the principal profession and the National Association of Elementary School Principals on the local, state, and national level.

PRINTED NAME OF NOMINEE: __________________________________________________________

NOMINEE’S SIGNATURE: _______________________________________________________________________

DATE: ________________________________