

MONTGOMERY COUNTY PUBLIC SCHOOLS WASHINGTON POST PRINCIPAL OF THE YEAR

AWARD OVERVIEW

The *Washington Post* Principal of the Year Award recognizes those principals who go beyond the day-to-day demands of their position to create an exceptional educational environment. In presenting these awards, The *Washington Post* Educational Foundation hopes to encourage excellence in school leadership and to contribute in a substantive way to the improvement of education in the Washington metropolitan area. Principals may not nominate themselves, but nominations may be submitted by teachers, students, former students, parents/guardians, administrators, or the general public.

ELIGIBILITY CHECKLIST

The nominee:

- Is a current principal in MCPS
- Has at least five full years of experience as a principal, including three or more years in Montgomery County Public Schools (MCPS)
- Winners must maintain their position as an MCPS principal throughout the 2023-2024 school year
- Is not a previous recipient of this award (*previous nominees who did not win may be re-nominated*)

NOMINATION CHECKLIST

- Nomination Packet Cover Sheet
- Career Summary
- Evidence Supporting the Nomination Criteria
- Statements of Support
- Professional Biography
- Photograph

QUESTIONS

Contact Casey Crouse at [Casey B. Crouse@mcpsmd.org](mailto:Casey_B_Crouse@mcpsmd.org) or via phone at 240-740-7012 with questions about this award.

NOMINATION DETAILS

The nomination package must include the following materials arranged in the order listed below. Submission documents must use the **Times New Roman, 12-point font**.

Nomination Cover Sheet

The cover sheet template is included in this document. The nomination cover sheet must be completed in full and include all designated signatures.

Career Summary (resume)

Resume should reflect the breadth and depth of the nominee's professional experience, including those within the school and broader community. Be sure to include areas that reflect leadership experience and those which reflect continuous learning.

Evidence Supporting the Nomination Criteria

Nominations may be submitted by teachers, students, former students, parents, administrators, or the general public. Principals may not nominate themselves. A description of contributions in each of the five (5) listed nomination criteria, up to 400 words in each category. Nominees must be principals who demonstrate:

- **Leadership Excellence:** Earns the respect of their staff and students, inspires excellence and creativity, and provides an innovative vision for the future of the school.
- **Collaboration:** Establishes meaningful relationships throughout the educational system and community, and fosters a collaborative school culture that emphasizes working together within the common framework of strong educational values.
- **Listening:** Maintains a continuous and open dialogue with students and parents as well as faculty and staff, and considers a variety of feedback and ideas when making decisions.
- **Lifelong Learning:** Keeps abreast of developments in the field of education
- **Support:** Continues to play an active role in the classroom, the lunchroom, the hallway, at morning drop-off and afternoon dismissal. Creates an environment in which staff and students can flourish and grow.

Statements of Support

A maximum of five (5) letters of support, up to 400 words each, one of which must be from a professional educator. Letters of support should address the award criteria and cite specific examples of how the principal displays the criteria in their work and how this principal has made a significant difference in the lives of children.

Professional Biography

A 200-word biography written to highlight the nominee's professional accomplishments.

Color Photograph

One vertical color photograph. Headshot only. The image must be in JPG form and at least 2MB in size.

NOMINATION SUBMISSION

Nomination Deadline

All nomination packets must be received **by midnight, Friday, December 16, 2022**. Only complete packets will be considered. Nomination packets received after the deadline will not be considered.

How to Submit

Nomination packets must be emailed to Maria Lopez-Silvero, in the Office of Human Resources and Development, at Maria.L.Lopez-Silvero@mcpsmd.org with the subject line: Washington Post Principal of the Year.

ADDITIONAL INFORMATION

Nominations may be submitted by staff, students, former students, parents, administrators, or the general public. Principals may not nominate themselves. Nominators should work with the nominee, the school staff, and community members to create a strong application package.

A committee of MCPS administrators will review all nominations and recommend a winner. The winner will represent Montgomery County as the *Washington Post* Teacher of the Year Award nominee.

**MONTGOMERY COUNTY PUBLIC SCHOOLS
2023 WASHINGTON POST PRINCIPAL OF THE YEAR**

NOMINATION PACKET COVER SHEET

Nominee's Information

Name: _____

Employee ID#: _____

Current Position: _____

Home Address: _____

Phone Number: _____

Years as Principal in MCPS: _____

Totals Years of Experience as Principal: _____

Nominee's School Information

School Name: _____

Phone Number: _____

Nominator's Information

Name: _____

Position or Role: _____

Email: _____

Phone Number: _____

Nominator's Signature

Principal's Signature