

E: _____

FAX NUMBERS: Ph. (_____) _____

Fax (_____) _____

ADDRESS: _____

NUMBER: (_____) _____

NAME OF NOMINEE: _____

SCHOOL ADDRESS:

NOMINEE E-MAIL ADDRESS: _____

HOME PHONE NUMBER: () _____

NOMINATOR(S) _____

THE HOWARD COUNTY PUBLIC SCHOOL SYSTEM
PRINCIPAL OF THE YEAR AWARD
SPONSORED BY THE WASHINGTON POST
2017 NOMINATION

ELIGIBILITY CHECKLIST

The nominee:

- _____ Is a **current principal** in the Howard County Public School System (HCPSS).
- _____ Has at least **five full years of experience as a principal**, including **three or more years** in the HCPSS (i.e., began as principal no later than Fall 2011, and at HCPSS no later than Fall 2013).
- _____ Will maintain his/her position as principal throughout the 2017-2018 school year.
- _____ Is not a previous winner of this award. (*Previous finalists who did not win may be re-nominated.*)

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NOMINATION PACKAGE

Materials must include, and be submitted in the following order:

- A minimum of four statements of support, one of which must be from a professional educator
- A career summary including complete work history, educational background, and any honors received and/or significant accomplishments
- A 200-word biography, written to highlight the specific award for which the awardee was nominated.
- A description of contributions in each of the nomination criteria:
 - Manage effectively
 - Demonstrate and encourage creativity and innovation
 - Foster cooperation between the school and the community
 - Maintain a continuing dialogue with students and parents as well as faculty and staff
 - Keep abreast of developments in the field of education
 - Encourage team spirit
 - Demonstrate leadership and exemplify commitment
 - Continue to play an active role in the classroom
- One vertical color photograph. Headshot only. The image must be a JPG file, and at least 2 MB.

**Please note that nomination packets received out of order and/or with missing information may not be considered. Nomination materials will not be returned.*

NOMINATION SUBMISSION

Nomination Deadline

All nomination packets must be received by 4:30 p.m. on Tuesday, January 17, 2017. Nomination packets received after deadline will not be considered.

Where to Submit

Nomination packages must be emailed to publicinfo@hcpss.org, subject line: Washington Post Principal of the Year Nomination.

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ADDITIONAL INFORMATION

- Nominations may be submitted by teachers, students, former students, parents, administrators or the general public. Principals may not nominate themselves.
- An HCPSS Selection Committee will review all nominations to select one finalist to represent the HCPSS, subject to final approval by the Superintendent. The Selection Committee may consist of past recipients, teachers, school administrators, and Central Office administrators and/or staff.
- HCPSS will publicly announce its Principal of the Year and Teacher of the Year after selections have been made. Announcements will be done via press release and posted on the HCPSS website and social media accounts.
- Per The Washington Post, HCPSS will submit its finalist to The Washington Post no later than February 3, 2017. The Washington Post will select and notify its winners March 1. All finalists remain under embargo until the official announcement in mid-April. Awardees will be publicly announced on The Washington Post website and in The Washington Post magazine.
- If an HCPSS Principal or Teacher is named a Post finalist, it will be announced throughout via HCPSS communication channels shortly after The Post public announcement.
- The Washington Post winning finalist will receive a signature trophy, a \$7,500 monetary award, a feature spot in a half-page ad in The Washington Post newspaper, a profile in The Washington Post and on washingtonpost.com. All other finalists will receive a certificate of appreciation from The Washington Post.
- Please contact the HCPSS Public Information Office with any questions about this award or the nomination process: 410-313-6682 or publicinfo@hcpss.org.