



Montgomery County Association of Administrators and Principals (MCAAP)  
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## Request for Nominations

### *2019 Dr. Edward Shirley Award For Excellence in Educational Administration and Supervision*

**Application Deadline: January 7, 2019 by 4:00 pm**

#### **Overview**

The Dr. Edward Shirley Award for Excellence in Educational Administration and Supervision is an annual award presented by the Montgomery County Association of Administrators and Principals (MCAAP) along with the Montgomery County Business Roundtable for Education (MCBRE) and the Montgomery County Public Schools (MCPS) to recognize an outstanding administrator or supervisor of the Montgomery County Public Schools. This includes principals, assistant principals, school business administrators, directors, supervisors and other administrator and supervisor positions within the MCAAP/MCBOA unit.

This award was established in June 2003 to honor Dr. Edward Shirley, an educator who dedicated his career to service on behalf of students, staff, parents and the greater community for over 30 years in the Montgomery County Public Schools. He committed his time and talents to the profession of educational leadership and served as the first fulltime president of MCAAP. The recipient of this award shall exemplify the elements of commitment and leadership exhibited by Dr. Shirley.

The award will be presented at the *Champions for Children Gala* in April 2019. The recipient's name will be engraved on the commemorative plaque prominently displayed at the MCAAP Office. In addition, a cash award and other assorted gifts will be presented to the recipient. The recognition in April will be accompanied by the announcement of the Teacher of the Year and Outstanding Supporting Service Employee of the Year.

#### **Requirements for Consideration**

To be considered for this award, a nominee must satisfy two basic requirements. The nominee must be a:

- Montgomery County administrator or supervisor for at least five years
- Current voting member of MCAAP (contact MCAAP if you are unsure of nominee's MCAAP status)

## Nomination Criteria

A nominee for this award shall exhibit the highest qualities in the following categories:

- **Purposeful leadership:** communicates personal core values and instills in others a strong sense of purpose
- **Instructional leadership or systemwide leadership:** facilitates the implementation and maintenance of exemplary instructional/operational practices
- **Human resources development:** recognizes, identifies, and fosters potential in others
- **Resource management:** exercises sound judgment and creativity in the development and use of available resources
- **Interpersonal skills:** communicates with others in a respectful, effective and open manner
- **Professional involvement:** participates in the activities of and provides service to the profession and association including awards, honors, and achievements
- **Community and stakeholder involvement:** participates in and provides support to stakeholders within and beyond the school community

## Nomination and Selection Process

Nominations may be submitted by administrators, supervisors, other MCPS staff, and community organizations. Self-nominations will also be accepted. The nomination process includes submission of a completed nomination packet by the nominator(s).

The Award Selection Committee will be composed of nine members: five representatives of MCAAP's chapter membership and one member from MCEA, SEIU Local 500, MCCPTA, and Executive Staff. The Selection Committee will review eligible nominations and choose finalists for further review based on the nomination criteria outlined above. The Selection Committee will conduct site visits and individual interviews with each of the finalists.

If the nomination is not a self-nomination, the nomination packet may be completed by someone else without notice or acceptance by the nominee. If the nominee is selected as a finalist, the Selection Committee will notify the nominee prior to the site visit.

The award recipient will be notified in early April and will be honored at the Champions for Children Gala in April 2019.

## Required Documents for Nomination Packet

Below is a list of documents to be submitted with the nomination packet. Only requested items should be included with the submission. All required documents **must be submitted together as a pdf or hardcopy** by **4:00 pm on Monday, January 7, 2019**. Scanned documents may be submitted as pdfs but please do not submit any documents as photos or in jpg format. Documents submitted as photos or jpgs will not be accepted.

- Completed nomination form
- Supporting written documentation (see application for details)
- Minimum of three (3) letters supporting the nomination. Letters should be from three (3) different categories of colleagues, associates or friends. No more than ten (10) letters of support will be accepted
- Current professional resume

For additional information contact MCAAP's Executive Director Jean Rosen at 301-762-8174 or [jrosen@mcaapmd.org](mailto:jrosen@mcaapmd.org)

# Nomination Form

## *2019 Dr. Edward Shirley Award For Excellence in Educational Administration and Supervision*

**Submission Deadline: January 7, 2019 by 4:00 pm**

Please complete the form below and submit with the required documents to nominate an individual (or self-nominate) for the 2019 Dr. Edward Shirley Award for Excellence in Educational Administration and Supervision. Nomination packets must be submitted **by 4:00 pm on Monday, January 7, 2019**. The nomination packet must be submitted in its entirety at one time. Only completed nomination packets received by the deadline will be considered.

### **Checklist for Complete Nomination Packet (see below for details):**

- |  |  |
|--|--|
| <input type="checkbox"/> Completed nomination form (below) | <input type="checkbox"/> Professional resume                 |
| <input type="checkbox"/> Supporting written documentation  | <input type="checkbox"/> Minimum of three letters of support |

### **Nominee**

Nominee's Name \_\_\_\_\_ Position \_\_\_\_\_

Work Location \_\_\_\_\_

Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Number of years nominee has been an MCPS Administrator and/or Supervisor: \_\_\_\_\_

Is the nominee a voting member of MCAAP?  yes  no  do not know

*Note: Only voting members of MCAAP are eligible for this award. If you are not certain of the nominee's MCAAP status, please contact MCAAP prior to completing a nomination packet.*

### **Nominator**

Nominator's Name: \_\_\_\_\_

Nominator's relationship to nominee:

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Self-nomination | <input type="checkbox"/> Parent           | <input type="checkbox"/> Other (please specify) _____ |
| <input type="checkbox"/> Colleague       | <input type="checkbox"/> Community Member |   |
| <input type="checkbox"/> Staff           | <input type="checkbox"/> Supervisor       |   |

Nominator's Title (if applicable) \_\_\_\_\_

Nominator's Work Location \_\_\_\_\_

Nominator's Email \_\_\_\_\_

Nominator's Preferred Phone # \_\_\_\_\_

Date of Submission \_\_\_\_\_

Nominator's signature \_\_\_\_\_

## Additional Required Documentation for Inclusion in Nomination Packet

### 1. Supporting Written Documentation

Provide a written narrative focusing on the nominee's highest qualities in the Educational Leadership categories identified below. Each category is equally important and should be identified in the written documentation.

The first five categories should be presented in narrative form. The last two categories - Professional Involvement and Community or Stakeholder Involvement- may be presented in a list or bulleted format. The use of data is encouraged but not required.

The document must be typed in 12 point, single-spaced, single-sided and must not exceed six (6) pages.

#### Educational Leadership Categories for inclusion:

- Purposeful Leadership: communicates personal core values and instills in others a strong sense of purpose
- Instructional Leadership or Systemwide Leadership: facilitates the implementation and maintenance of exemplary instructional /operational practices
- Human Resources Development: recognizes, identifies, and fosters potential in others
- Resource Management: exercises sound judgment and creativity in the development and use of available resources
- Interpersonal Skills: communicates with others in a respectful, effective and open manner
- Professional Involvement: participates in the activities of and provides service to the profession and association including awards, honors, and achievements
- Community and Stakeholder Involvement: participates in and provides support to stakeholders within and beyond the school community

### 2. Resume

A current professional resume of no more than two pages with the nominee's educational credentials and employment history must be included. Any parts of the resume which address the educational leadership qualities included in the supporting written narrative describe above should supplement and not duplicate the previous information.

### 3. Letters of Support

Three (3) letters of support for this nomination must be included. The letters should be drawn from three different categories such as colleague, community member, associate or friend. One of the three letters can be from the nominator. If this is a self-nomination, the nominee must include three (3) letters of support for his/her nomination. No more than ten letters of support will be accepted.

## Submission of Nomination Packet

Submit the **entire** nomination packet to MCAAP **by 4 pm on January 7, 2019 via email, fax, PONY or hand delivery**. Please make sure all documents are very legible (including scanned and faxed documents).

Only the requested documents should be included (nomination form, written narrative, resume, letter of support). **All documents must be submitted together as a pdf or hardcopy**. Please **do not submit any documents as photos or in jpg format**.

**Email:** [jrosen@mcaapmd.org](mailto:jrosen@mcaapmd.org)    **Fax:** 301-762-8179

**PONY or Hand Delivery:** MCAAP, 30 West Gude Drive, Suite 100, Rockville, MD 20850

**Questions?** Contact MCAAP's Executive Director Jean Rosen at [jrosen@mcaapmd.org](mailto:jrosen@mcaapmd.org) or 301-762-8174.