



Montgomery County Association of Administrators and Principals (MCAAP)
30 West Gude Drive, Suite 100, Rockville, Maryland 20850
Phone: 301-762-8174 Fax: 301-762-8179

www.mcaapmd.org
mcaap-office@mcaapmd.org

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

Application Deadline: January 12, 2018 by 5:00 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 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 the organization. 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* on April 18, 2018. The recipient's name will be proudly engraved on the commemorative plaque which is prominently displayed at the MCAAP Office. In addition, a cash award and other assorted gifts will be presented to the winner. 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

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 Process

Nominations will be sought from administrators, supervisors, other MCPS staff, and community organizations. Also, self-nominations will be accepted.

Announcements will be published in the MCPS Bulletin, MCPS Outlook and on MCAAP's website: www.mcaapmd.org.

The complete nomination application is included in this document. Application information is also available for download from MCAAP's website www.mcaapmd.org or you can request it by e-mail from MCAAP's Executive Director Jean Rosen: jrosen@mcaapmd.org.

Nominations can be initiated by one person; however, the completed process requires three (3) letters of support for the nomination. (See checklist.) A current résumé should be included with the packet. **All parts of the nomination packet must be submitted together.**

If the nomination is not a self-nomination, the application and supporting documents may be completed by another 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.

Required Application Documents

Below is a list of documents to be submitted. Only requested items should be included with your submission. **All application documents must be submitted together by 5:00 pm on Friday, January 12, 2018 and include:**

- Completed application – all sections must be completed.
- Written Documentation (see application for details)
- At least three (3) letters supporting nomination. Letters should be from three (3) different categories of friends, colleagues or associates. No more than ten (10) letters of support will be accepted and read by the Selection Committee.
- Current professional résumé.

Selection Process

A Selection Committee will be composed of nine (9) members: five (5) representatives of MCAAP's chapter membership and one (1) member each 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 criteria outlined above. The Selection Committee will conduct site visits and individual interviews with each of the finalists. The award recipient will be honored at the Champions for Children Gala on April 18, 2018.

For additional information contact MCAAP's Executive Director Jean Rosen at 301-762-8174 or jrosen@mcaapmd.org

Application

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

Submission Deadline: January 12, 2018 by 5:00 pm

Please read this application completely using the checklist on the next page as your guide to completion. All materials must be submitted at the same time for the packet to be considered.

Part I: General Information about the Nominee and the Person Making the Nomination

Name of Nominee _____ Position _____

Work Location _____

Work Phone _____ Cell Phone _____

Email Address _____

Screening Criteria:

Dates nominee has been an MCPS Administrator and/or Supervisor: _____ to _____
Month/Year Month/Year

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

Checklist for Complete Application (submission deadline Friday, January 12, 2018):

- Completed application
- Written documentation within page limitation (see next page for details)
- Professional résumé
- At least three letters supporting the nomination

Information About the Person Making the Nomination:

- Self-nomination Parent Other _____
- Colleague Community Member
- Staff Supervisor

I, _____, do hereby nominate _____
_____ for the Dr. Edward Shirley Award for Excellence in
Educational Administration and Supervision on this _____ day of _____, 201__.

My work location/address: _____

My preferred phone number: _____

My email address: _____

My signature is affixed to the right: _____

-more-

Part II: Application Requirements

Section A – Written Documentation

Each applicant for this award is expected to exhibit the highest qualities in the categories identified below. Each category is equally important and should be easily identified in the presentation of the supporting documentation to this application. It is expected that the first five (5) qualities will be presented in narrative form. 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 supporting documentation shall be typewritten in 12 point, single-spaced, one-sided. This portion of the application shall not exceed six (6) pages.

Educational Leadership Qualities:

- **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

Section B - Résumé

A current professional résumé of no more than two pages shall be submitted as part of the application packet. The résumé shall include the nominee's educational credentials and employment history. Those parts of the résumé which address answers in Section A should supplement and not duplicate the previous information.

Section C – Letters of Support

Three (3) letters of support for this nomination shall be included with the packet. The letters of support should be drawn from three different categories such as friend, colleague, community member or associate. One of the three letters can be from the person making the nomination and completing the application. If this is a self-nomination, the nominee must include three (3) letters of support for his/her nomination. No more than ten (10) letters of support will be accepted and read by the Selection Committee.

Submission of Application Packet

All parts of the packet must be submitted at one time by 5 pm on January 12, 2018 to:

MCAAP
30 West Gude Drive, Suite 100,
Rockville, Maryland 20850

If hand delivery is preferred, please note that the office is located on the southwest corner of Route 355 and West Gude Drive.

For additional information about the award and nomination process, contact MCAAP's Executive Director Jean Rosen at 301-762-8174 or jrosen@mcaapmd.org