

**GASSP**  
**ASSISTANT PRINCIPAL OF THE YEAR**  
**Application Form for the 2013-2014 School Year**

Name \_\_\_\_\_  
Title (Dr./Ms./Mr.)      First                      M.I.                      Last

Full Name of School \_\_\_\_\_

Principal \_\_\_\_\_

School Address \_\_\_\_\_  
Street    City    Zip

School Phone (\_\_\_\_\_) \_\_\_\_\_      School Fax (\_\_\_\_\_) \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Enrollment of School \_\_\_\_\_ Grades \_\_\_\_\_

Membership: GASSP      \_\_\_\_\_ NASSP \_\_\_\_\_

(Please Check Appropriate Boxes)

(Applicants **MUST** be a member of GASSP. Must have 2 years at current school and a total of 4 years as an AP.)

**Please respond to the following three questions. You must confine each answer to no more than one page (225-250 words per question). Font should be no smaller than 11 points.**

1. Collaborative Learning: Using the selection criteria\*, describe in detail how you have demonstrated success in at least three of the areas provided.
2. Curriculum, Instruction, and Assessment: Using the selection criteria\*, describe in detail how you have demonstrated success in at least three of the areas provided.
3. Personalization: Using the selection criteria\*, describe in detail how you have demonstrated success in at least three of the areas provided.

4. Supporting Data

Each applicant is required to submit a maximum of one page of data to document and support the submitted essay responses, highlighting the outcomes of your involvement in school improvement initiatives. The page must be limited to one 8½" x 11" sheet of paper (printed on one side only). Fonts used in text or tables must be easy to read and no smaller than 11 points.

\* The Selection Criteria can be found on the next page

- Please attach a copy of your resume.

Completed application packages will contain:

- a) applicant's resume and b) answers to the above three questions.

**Entry Deadline: Sept. 20, 2013**

**Email in "word" or "PDF" file to [m.callahan@gassp.org](mailto:m.callahan@gassp.org)**

**Applicants must be a current member of GASSP.**

- One Middle School and one High School Assistant Principal of the Year will be selected.
- One Overall Winner who will represent Georgia for the NASSP National Assistant Principal of the Year will be selected.

## **Assistant Principal of the Year**

### **Selection Criteria for the 2013-2014 School Year**

#### **Collaborative Leadership**

- Involve teachers, staff members, parents, and the community in achieving the goals of the school
- Provide direction or focus to achieve the school's goals as a member of the school's leadership team
- Model continuous professional growth
- Teaches, coaches, and assists others in professional development that focuses on students learning
- Balances management tasks with instructional leadership tasks
- Utilizes effective problem-solving technique

#### **Curriculum, Instruction, and Assessment**

- Improve teaching and learning by implementing programs and improvement efforts
- Observes, supervises, and evaluates teachers and instructional programs to maximize the learning opportunities for every student
- Demonstrates knowledge of learning, teaching, research, and programs that maximize student performance
- Facilitates in developing and maintaining co curricular programs that complement the curriculum while fostering students' academic success

#### **Personalization**

- Assists in establishing and maintaining a positive school climate that reflects high student and staff morale
- Interacts professionally and tactfully with others
- Assists in creating structures that enable teachers to develop an appreciation for each students' abilities
- Acknowledges achievement or accomplishments of other students and teachers
- Communicates effectively orally and in writing
- Models values, beliefs, and attitudes that inspire others to higher levels of performance
- Assists in developing and maintaining dialogue with representatives of diverse community groups