

## The Washington Post Principal of the Year Award

Most educators will agree that the level of excellence a school achieves is directly related to the level of leadership provided by its principal. It is the combination of the principal's ability to manage, their interest in staff and students, their respect for learning and vision of the future that set the stage for the school's efforts to educate our children. The Washington Post Principal of the Year Award seeks to recognize those principals who go beyond the day-to-day demands of their position to create an exceptional educational environment. In presenting this award, The Washington Post hopes to encourage excellence in school leadership and to contribute in a substantive way to the improvement of education in the Washington metropolitan area.

### WHAT IS THE SELECTION AND FINALIST SUBMISSION PROCESS?

Principals must first be nominated and one finalist will be selected by their local school system. Nomination deadlines are set by the individual school system. Specific information can be obtained from the school system's awards coordinator or superintendent's office. All school system finalists are under embargo until mid-April 2018.

**Public Schools:** Each participating public school system will receive and screen nominations and will select one finalist from each eligible jurisdiction, in accordance with the criteria and nomination process. For further information, contact your local school superintendent's office.

**District of Columbia Public Charter Schools:** The District of Columbia Public Charter School Board will receive and screen nominations and select one finalist, in accordance with the criteria and nomination process. For further information, contact the Public Charter School Board at 202.328.2660.

Nominations should be sent to:  
District of Columbia  
Public Charter School Board  
3333 14th Street NW, Suite 210  
Washington, D.C. 20010

**Private Schools:** In accordance with the criteria and nomination process, an independent committee of educators and community leaders will screen nominations and make the final selection of a finalist from the private schools. Private school nominations must be uploaded to the following Washington Post DropBox: [https://dbinbox.com/WP\\_Educational\\_Foundation](https://dbinbox.com/WP_Educational_Foundation). Deadline for receipt of private school nominations is 11:59 p.m. (ET) on Wednesday, January 31, 2018.

### ELIGIBILITY

Nominees must be full-time principals (in grades pre-kindergarten through 12) in an accredited school in one of the jurisdictions below. Each nominee must have a minimum of five years' experience as a principal, three of which must be in the school or school system in which he or she is currently serving. Nominees must be serving as an administrator for the 2018-19 school year.

#### District of Columbia

#### Maryland:

Anne Arundel, Calvert, Charles, Frederick, Howard, Montgomery, Prince George's and St. Mary's counties.

#### Virginia:

Arlington, Fairfax, Fauquier, Loudoun, Prince William and Stafford counties; Alexandria, Falls Church, Manassas and Manassas Park cities.

## NOMINATION CRITERIA

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Nominees must be principals who:

- 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.
- Maintain their position as principal throughout the 2018-19 school year.

## NOMINATION PROCESS

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Nominations may be submitted by teachers, students, former students, parents, administrators or the general public. Principals may not nominate themselves.

Nomination materials must include:

- A minimum of four statements of support, one of which must be by a professional educator.
- A career summary.
- A 200-word biography, written to highlight the specific award for which the awardee was nominated.

**Sample:** *John Doe is the principal at Franklin Pierce Public Charter School in Washington, D.C. Franklin Pierce serves a unique population and it takes exceptional leadership to successfully manage the school and its community. "Each child has individual and specific requirements and John makes sure that each need is met with an innovative and caring approach," wrote a parent, whose daughter attends the school. "The safety and security of the students as well as their individual educational goals are paramount in how John supports the children, their families and his staff. I have complete confidence and comfort knowing that John has provided an environment where my daughter's needs can be met and all her abilities nurtured and encouraged as best possible." Mr. Doe began his career in education as a speech pathologist in the Prince George's County Public Schools system in 1993. There he developed and implemented communication-based programs for students with autism, learning, and physical disabilities. Mr. Doe earned his MEd and BS in speech/language pathology from Keene University in Keene, NH.*

- A description of contributions in each of the nomination criteria.
- One vertical color photograph. Headshot only. The image must be a JPG file, and at least 2 MB.

## JUDGING

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A selection committee of individuals who represent teachers, administrators, parents and The Washington Post will review nomination materials for each finalist. Nominations are scored using a standardized rubric. One (1) finalist will be selected as The Washington Post Principal of the Year. The winner will be notified by The Washington Post on Monday, March 5, 2018.

## WHAT DOES THE PRINCIPAL OF THE YEAR RECEIVE?

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The Principal of the Year earns tremendous respect as the Washington area's best principal. This reputation means prestige in the community and across the Washington region. The winning finalist will receive a signature trophy, a \$7,500 monetary award, a feature spot in a ½ page ad that runs in The Washington Post newspaper, a profile in The Washington Post and on [washingtonpost.com](http://washingtonpost.com). All other finalists will receive a certificate of appreciation from The Washington Post.

## PROCEDURE FOR SUBMITTING FINAL MATERIALS TO THE WASHINGTON POST

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All finalist materials are to be submitted to The Washington Post Dropbox: [https://dbinbox.com/WP\\_Educational\\_Foundation](https://dbinbox.com/WP_Educational_Foundation) by **11:59 p.m. (ET) on Wednesday, January 31, 2018.**

Please be sure to use the following naming convention when uploading ALL content and photos. All 200-word biographies must be submitted as separate Word documents.

Abbreviated Award Name\_Winner First and Last Name\_County Represented\_Category

**Example:** POY\_Sabrina Towson\_PGC\_Public School

Note: POY = Principal of the Year

For further information, please contact:  
The Washington Post  
Community Relations Department  
**202.334.4917**  
[edufoundation@washpost.com](mailto:edufoundation@washpost.com)  
[washingtonpost.com/community](http://washingtonpost.com/community)

*CCPS - Nomination Criteria & Process*  
*The Washington Post Principal of the Year Award*  
*2017 - 2018*

**NOMINATION CRITERIA**

*In addition to the nomination criteria set by The Washington Post, all nominees must be a principal who:*

1. Have completed a minimum of five years of experience of which three years must be in the school or school system in which they are presently serving.
2. Manage effectively.
3. Demonstrate and encourage creativity and innovation.
4. Foster cooperation between the school and the community.
5. Maintain a continuing dialogue with students and parents as well as faculty and staff.
6. Keep abreast of developments in the field of education.
7. Encourage team spirit.
8. Demonstrate leadership and exemplify commitment.
9. Continue to play an active role in the classroom.
10. Maintain their position as principal throughout the 2018 - 2019 school year.

All nominations are due by  
**Thursday, December 21, 2017.**

**NOMINATION PROCESS**

*Nomination material must be presented in a presentation binder which does not exceed the **maximum of 100 single pages** which include front and back page inserts.*

*Nomination materials must include:*

1. Nomination cover page listing the contact person and committee members.
2. Nominations may be submitted by teachers, students, former students, parents, administrators or the general public. Principals may not nominate themselves.
3. *Nomination materials must include:*
  - A minimum of four statements of support, one of which must be by a professional educator.
  - A career summary (separate from resume if included).
  - A description of contributions in each of the nomination criteria.
  - One vertical color photograph, vertical "headshot only". The image must be a JPG file, and at least 2MB. Photo must be submitted on a CD as 3x5, high-resolution jpegs file with a minimum of 2 MB. Laser print of photo must accompany disk.
  - A 200-word biography, written to highlight the specific award for which the awardee was nominated.

**Nomination Materials Must Be Received in the  
Office of Human Resources  
No Later Than 3:30 p.m., Thursday, December 21, 2017.**

For further information, please contact Ramona DiBenedetto or Tonia Miles-Carvana  
in Human Resources at 301-934-7255.

# 2018 Washington Post Principal of the Year Award Cover Page

**All nominations are due by 3:30 p.m., Thursday, December 21, 2017**

Name of Nominee \_\_\_\_\_

School \_\_\_\_\_

## Check list of required binder materials:

- \_\_\_ Completed Cover Page (must be the first page in the binder and date stamped by Human Resources no later than 3:30 p.m. on Thursday, December 21, 2017).
- \_\_\_ Minimum of four statements of support, one of which must be by a professional educator.
- \_\_\_ Career summary which includes positions held, dates, and location of each including degrees and certifications earned. (A bulleted list, not a resume.)
- \_\_\_ A description of contributions in each of the nomination criteria, followed by supporting documents or letters.
- \_\_\_ A 200-word biography, written to highlight the specific award for which the awardee was nominated. (Sample submission attached to Washington Post Nomination Packet.)
- \_\_\_ One vertical color photograph "headshot only". The image must be a JPG file, and at Least 2MB. Photo must be submitted on a CD as 3x5, high-resolution jpegs file with a minimum of MG. Laser print of photo must accompany disk.
- \_\_\_ Maximum size of nomination binder is not to exceed 100 single pages total including front and back page inserts.

**Note: Points will be deducted in the scoring process for not adhering to these specified guidelines.**

## Contact Person:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Position: \_\_\_\_\_ E-mail: \_\_\_\_\_

## Name of each nomination committee member:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Thank you for your nomination for the Washington Post Principal of the Year Award. The winner will be selected by a screening committee and kept confidential until The Washington Post runs the ad announcing the winner.