



# PENNSYLVANIA PRINCIPALS ASSOCIATION

122 Valley Road - Enola, PA 17025

Dr. Eric C. Eshbach  
Executive Director

Dr. Michael S. Snell  
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To: Secondary PA Principals Association Members  
Superintendents and Intermediate Unit Executive Directors  
(Please share with Parent Advisory and other Interested Groups)

From: Brian Fuller, PA Principals Association Secondary Division Awards Committee Chairperson

Re: **Nominations for PA's 2024 Secondary Assistant Principal of the Year**

On behalf of the Pennsylvania Principals Association and the National Association of Secondary School Principals (NASSP), I invite you to nominate a middle level or high school level assistant principal for the 2024 State Assistant Principal of the Year Award. At the state level, this award is named the Robert E. Lavelly Assistant Principal of the Year after a past president of PASSP. **The deadline for nominations is Monday, September 25, 2023.**

It would be greatly appreciated if you would share this information with other persons or groups such as board members or parent groups whom you feel might be interested in making nominations.

Nominating an assistant principal for this prestigious award provides you with an opportunity to recognize the accomplishments and dedication of one of our many outstanding middle level and high school, public and private school, assistant principals who provides outstanding leadership for his/her students, staff, community and peers.

To assist you in your consideration of potential nominees, please review the criteria for selection listed below.

## **Personal Excellence**

- Models continuous professional growth
- Interacts professionally and tactfully with others
- Communicates effectively in speaking and writing
- Models values, beliefs and attitudes that encourage others to higher levels of performance
- Demonstrates commitment to NASSP and its programs through continuous membership and participation in state affiliate student leaders.

## **Collaborative Leadership**

- Involves teachers, staff members, parents, students and the community in creating and fostering a shared vision for the school
- Leads collaboratively to promote ownership among staff, students, parents and community members for school efforts and outcomes
- Creates a culture of collaboration in which staff members work together as a professional learning community to promote student learning

- Identifies, coaches and supports the development of potential and current school leaders
- Utilizes available technology to effectively address issues in the school community and meet unique learning needs of each student.

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

- Implements practices and programs based on multiple sources of data that improve teaching and learning
- Identifies and aligns essential learnings at each level with the curricula and standards
- Supervises and supports teachers to maximize the learning opportunities for each student
- Identifies and evaluates programs, practices, and research to maximize student performance
- Facilitates and maintains co-curricular programs that foster students' academic and social success
- Ensures that each student has a personalized learning plan based on individual learner needs
- Supports students and teachers in meeting higher standards.

### **Personalization**

- Establishes and maintains a school environment that reflects high expectations for students and staff members
- Creates a school climate that is warm, inviting, safe and secure
- Provides equal access and support needed for student success to all social, economic, and racial/ethnic groups
- Promotes positive relationships and personal connections between adults and students
- Regularly acknowledges the accomplishments of students, teachers and school community members.

### **Eligibility**

Any assistant principal or equivalent, (e.g., vice principal, associate principal or dean) of a public or private middle level or high school, is eligible to be nominated as a State Assistant Principal of the Year candidate. Middle level and high schools are defined as those that include at least two or more grades 6 through 12. All candidates must complete the online application to be considered for the National NASSP Assistant Principal of the Year Award.

**All applicants must hold PA Principals Association (secondary) and NASSP membership when nominated and at the time of selection as State Assistant Principal of the Year.** All applicants must have been in **an assistant principalship at one or more middle level or high schools for three (3) or more consecutive school years.** Each candidate must be an assistant principal at the time of selection as State Assistant Principal of the Year and through January 1 of his/her term. (See website for national specifications).

This program is designed to recognize the outstanding leadership of active, front-line assistant principals. It is **not a recognition of service at retirement or a program to reward current state or national leaders.** Current staff members and family members of the NASSP Board of Directors are

ineligible. Board members of NASSP are ineligible for consideration for one (1) year after completion of their service. Members of the PA Principals Association Executive Committee are also ineligible.

For more eligibility information, please visit <https://nasspawards.org/apoy/eligibility>

Applications from one year do not carry over to the next year; however, prior applicants are encouraged to submit a new application.

If you are interested in nominating an assistant principal for this award, please complete the brief nomination form enclosed with this letter. The completed nomination form must be **emailed to Julie Sunday at [sunday@papprincipals.org](mailto:sunday@papprincipals.org) no later than Monday, September 25, 2023.**

As soon as we receive your nomination form, the online awards application instructions will be sent to any qualified nominees for him/her to complete. Since the **completed applications must be submitted online no later than Monday, October 23, 2023,** you are **strongly encouraged** to make your nomination as early as possible giving them as much time as possible to complete the online application process and obtain his/her letters of recommendations. It may be helpful for you to share this letter with your nominee as it contains some important information for him/her to know.

If you have any questions regarding the nomination process or the National/State Assistant Principal of the Year program, please feel free to contact the PA Principals Association office at **717-732-4999**.