2024-2025 Mississippi Administrator of the Year

Program Nomination Guidelines

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# **Mississippi Department of Education**

# **Office of Teaching and Leading**

**Administrator and Teacher of the Year Program**

**P.O. Box 771 - Jackson, MS 39205-0771  
Phone: 601-359-3513**

**Website:** [www.mdek12.org/OTL/OTC/recognition](http://www.mdek12.org/OTL/OTC/recognition)



**Administrator of the Year Program Overview**

The Mississippi Administrator of the Year Program (MAOY) recognizes outstanding administrators who have succeeded in leading high-quality learning opportunities for students as well as demonstrating exemplary contributions to the profession. It is the vision of the MAOY program to elevate student success and strengthen the teaching profession by honoring, promoting excellence, and celebrating effective leaders who guide their school towards better teaching and learning.

**Eligibility and Criteria**

The 2024-2025 Mississippi Administrator of the Year candidate must:

* Be a full-time certified K-12 administrator employed in a state-accredited Mississippi public school as a building elementary or secondary principal, assistant principal, career and technical education director or alternative school director
* Candidate must notify Mississippi Department of Education of any changes in his or her status as an administrator. Failure to notify MDE of any changes, the candidate will be ineligible to serve as a finalist and/or state administrator
* Have a minimum of three (3) years of experience as an administrator, and
* Have plans to continue in an active administrator status at the building-level the following year.

The Mississippi Administrator of the Year candidate should have superior ability in:

* Shaping the vision of academic success and showing exceptional gains in student learning
* Motivating and cultivating leadership in teachers and all members of the school
* Implementing innovative programs
* Creating a positive school culture
* Possess leadership capabilities and,
* Active member of the community

**Role of the State Administrator of the Year**

The 2024-2025 Mississippi Administrator of the Year (MAOY) represents all the outstanding leaders and administrators in Mississippi. The MAOY serves as an ambassador for the teaching and leading profession, as well as a spokesperson for leaders and administrators. The following are examples of opportunities available to the MAOY:

* Chair committees and focus groups to support teaching and learning
* Assist in the recruitment and retention of teachers and leaders in the profession; and
* Present his/her area of expertise or platform at workshops, conferences, and professional development sessions.

**Awards and Rewards**

The 2024-2025 Mississippi Administrator of the Year Program provides the following awards and rewards:

* A one-time $5,000.00 salary supplement from MDE
* Formal statewide recognition ceremony sponsored by MDE
* Tuition wavier from William Carey University for an advanced education degree (specialist or doctoral degree)
* Paid travel expenses (contingent upon the availability of funds) for the duration of MAOY service year(s)
* Opportunities to speak at various conferences, conduct professional development sessions, and serve on various educational and leadership committees
* Serve as a lifelong alumnus with past MAOY recipients
* Serve on the state Administrator of the Year Selection Committee.

**Application and State Selection Process**

The Mississippi Administrator of the Year application is available each year in October with the application deadline in January. A memorandum, application guidelines and the application are sent to each school district superintendent by email. Application and guidelines are available via the following webpage at: <https://www.mdek12.org/OTL/OTC/recognition>

**Local District Selection**

At the local district level, districts may select their district administrator of the year by following all local criteria and guidelines. Each district is allowed only **one entry** for the state program.

**Selection Committees and Process**

Selection of the State Administrator of the Year will be the combined responsibility of two groups: MDE Screening Committee and the State Selection Committee. Each candidate application will be reviewed a minimum of two (2) times by two (2) different members of the MDE Screening Committee. The top sixteen (16) candidates, four (4) from each congressional district, will be identified for consideration for the State Selection Committee. The sixteen (16) applications are sent to the State Selection Committee for reviewing and scoring. The Selection Committee will meet and discuss their findings based on the content of the applications submitted by the sixteen (16) candidates and then choose the top four candidates, with one being selected from each congressional district. The selected administrators will be named Mississippi Administrator of the Year finalists.

After selecting one administrator from each congressional district, the State Selection Committee will:

* Interview each congressional district finalist, which includes a performance task
* Debrief and score each finalist, and
* Recommend the Mississippi Administrator of the Year and Alternate Administrator of the Year.

**Application Instructions**

Complete all sections of the application (sections 1 – 5). Any part of the application that is left incomplete will result in a score reduction. All applications should be **typed and not handwritten**, **printed one-sided not two sided.** Forsections 2-4, include your school district number and congressional district number in the top right header. To be recognized as your district administrator of the year at the Mississippi Administrator and Teacher of the Year Awards Ceremony, an application must be submitted.

**Section I – Application Form**

Complete the application form and include the following signatures:

* Applicant
* School District Superintendent

**Attach the application form (pages 10-12) to the original application only**

**Section II – Resume**

Complete the resume section found on page 13. You may add more rows, as needed (do not exceed three pages). Include your school district number and congressional district number in the top right header. Please do not add your name, address, phone number, and references on the resume page.

**Section III – Professional Biography**

Complete a professional biography in 3rd person with no more than 500 words (double-spaced), 1-inch margins, and 12-font size. Include the following details:

* Personal philosophy of education and teaching
* Factors that influenced you to become an educator
* Your greatest contribution and accomplishments in education
* Community Involvement through service-oriented activities, volunteer work, civic responsibilities, and other group activities

**Include your school district number and congressional district number in the top right header.**

**Section IV – Response Questions**

Respond to the five questions on page 15 of the application. Each response should not be more than 750 words (double-spaced), 12-font size. The questions will be scored and based on the following:

* Adheres to standard grammar, spelling, and punctuation
* Answers the question clearly and concisely; and
* Provides a compelling narrative that speaks to the applicant’s ability to serve as the Mississippi Administrator of the Year.

Response questions will focus on the following:

* During your tenure as administrator, describe the shared mission and vision you helped develop and facilitate to improve student achievement. Explain how you ensured a diverse group of stakeholders were involved in both the development of and execution of the building’s shared mission and vision. Attach an artifact (graph or summary) of evidence showing how the mission and vision supported student achievement.
* As an administrator, how have you promoted programming and instruction that addresses equity? Why is it important that all students are known and valued, and receive individualized tools and supports to succeed?
* As the instructional leader, how did you determine your staff’s instructional strengths and areas of growth? What steps did you take to celebrate strengths and address deficit areas?
* What strategic planning have you implemented to track and monitor student outcomes? Share details of your plan. As a result of your plan, were there any areas of concern? Have you celebrated any areas of success?
* What do you consider to be a public education issue today? Address one issue in depth, outlining possible causes, effects, and resolutions. How are you addressing this issue in your role as an administrator?

**Include your school district number and congressional district number in the top right header of each question per page.**

**Section V – Letters of Support**

Attach three (3) letters that support why you should be the 2024-2025 Mississippi Administrator of the Year. At least one of these letters must be a recommendation from your superintendent, the remaining letters may be from the following: parent, colleague, administrator, teacher, student/former student, or civic leader. Submit all letters with the application. Letters should not exceed one page in length and double-spaced between paragraphs, 12-font size, letterhead (if available), signature of supporter.

**Letter Details:**

* Student achievement and success **(Superintendent only)**
* Applicant’s achievements in and outside the school, or other specific evidence
* Applicant’s efforts to strengthen and improve the teaching profession and why the applicant qualifies to become Mississippi’s 2024-2025 Administrator of the Year.

**Submitting Applications**

After completing sections 1-5 of the application, submit **one original (with all sections 1-5)** and **(4) four stapled copies (with sections 2-5)** **postmarked** by **January 10, 2024** to:

**Mississippi Department of Education**

**Office of Teaching and Leading**

**Administrator of the Year Program**

**P.O. Box 771**

**Jackson, MS 39205**

**For questions, contact Sandra Hilliard at 601-359-3513 or by email:** [**shilliard@mdek12.org**](mailto:shilliard@mdek12.org)

**Administrator of the Year Program Timeline**

**(Tentative)**

|  |  |
| --- | --- |
| **Date** | **Activity** |
| October 2023 | The 2024-2025 Administrator of the Year nomination application is emailed to district superintendents. The application is available on the Mississippi Department of Education, Office of Teaching and Leading webpage: <https://www.mdek12.org/OTL/OTC/recognition> |
| January 10, 2024  (Postmarked) | Deadline for application submission. Submit one (1) original application (application sections 1-5) and four (4) stapled copies (application sections 2-5) to the Mississippi Department of Education. |
| February 2024 | A letter of congratulations emailed to district administrators. |
| February 2024 | MDE Screening Committee will review district applications. Four (4) applicants with the highest score from each congressional district will be chosen for a total of sixteen (16) applicants. |
| February 2024 | State Selection Committee will review the sixteen (16) district applications and choose four (4) finalists. MDE will notify school district superintendents of the selected finalists. |
| March 2024 | Four (4) congressional district finalists’ interviews. |
| April 26, 2024 | Mississippi Administrator and Teacher of the Year Awards Ceremony (State Administrator of the Year and Alternate will be announced) |

**CONGRESSIONAL DISTRICT MAP**





**2024-2025 Mississippi Administrator of the Year Application**

**Evaluation Rubric**

Each candidate will be rated on the components of the application. Please use the following rubric as a checklist and guide when completing your application. Incomplete applications will result in a score reduction. Each candidate may receive up to **100 points**.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **CRITERIA** | **LOW SCORE** | **AVERAGE SCORE** | **HIGH SCORE** | **MAX POINTS** | **SCORE** |
| **II. Resume** **(maximum 3 pages)**   1. Education-colleges/universities, degree, major, and dates 2. Teaching Experience – district/school, position, subjects, and dates 3. Professional/Leadership Experience-organization/district, position, dates 4. Awards/Recognition – title and dates 5. Certifications – clearly defined (endorsements and year obtained) | Fails to cover all required areas.  0-3  Points \_\_\_\_\_ | Provides adequate evidence in all areas.  4-7  Points \_\_\_\_\_ | Provides clear and exceptional evidence in all areas.  8-10  Points \_\_\_\_\_ | **10** |  |
| **III. Professional Biography** **(maximum 500 words)**   1. Written in third person 2. Personal Philosophy of Education and Teaching 3. Factors that influenced you to become an educator 4. Greatest Contribution and Accomplishments 5. Community Involvement through service oriented, volunteer, civic, and other group activities | Fails to cover all required areas.  0-3  Points \_\_\_\_\_ | Provides adequate evidence in all areas.  4-7  Points \_\_\_\_\_ | Provides clear and exceptional evidence in all areas.  8-10  Points \_\_\_\_\_ | **10** |  |
| **IV. Response Question #1** **(maximum 750 words)**  **During your tenure as administrator, describe the shared mission and vision you helped develop and facilitate to improve student achievement. Explain how you ensured a diverse group of stakeholders were involved in both the development of and execution of the building’s shared mission and vision. Attach an artifact (graph or summary) of evidence showing how the mission and vision supported student achievement.**   * Describes the shared mission and vision to improve student achievement * Ensured a diverse group of stakeholders were involved in the shared mission and vision * Attaches an artifact of evidence | Fails to cover all required areas.  0-4  Points \_\_\_\_\_ | Provides adequate evidence in all areas.  5-9  Points \_\_\_\_\_ | Provides clear and exceptional evidence in all areas.  10-15  Points \_\_\_\_\_ | **15** |  |
| **IV. Response Question #2** **(maximum 750 words)**  **As an administrator, how have you promoted programming and instruction that addresses equity? Why is it important that all students are known and valued, and receive individualized tools and supports to succeed?**   * Promotes programming and instruction that addresses equity * Students are known and valued, and receive individualized tools and supports to succeed | Fails to cover all required areas.  0-4  Points \_\_\_\_\_\_ | Provides adequate evidence in all areas.  5-9  Points \_\_\_\_\_ | Provides clear and exceptional evidence in all areas.  10-15  Points \_\_\_\_\_ | **15** |  |
| **IV. Response Question #3** **(maximum 750 words)**  **As the instructional leader, how did you determine your staff’s instructional strengths and areas of growth? What steps did you take to celebrate strengths and address deficit areas?**   * Determines staff instructional strengths * Determines staff areas of growth * Steps to celebrate strengthens * Address deficit areas | Fails to cover all required areas.  0-4  Points \_\_\_\_\_\_ | Provides adequate evidence in all areas.  5-9  Points \_\_\_\_\_\_ | Provides clear and exceptional evidence in all areas.  10-15  Points \_\_\_\_\_\_ | **15** |  |
| **IV. Response Question #4** **(maximum 750 words)**  **What strategic planning have you implemented to track and monitor student outcomes? Share details of your plan. As a result of your plan, were there any areas of concern?**  **Have you celebrated any areas of success?**   * Outlines strategic plan to track and monitor student outcomes * Areas of concern * Celebrated any areas of success | Fails to cover all required areas.  0-4  Points \_\_\_\_\_\_ | Provides adequate evidence in all areas.  5-9  Points \_\_\_\_\_\_ | Provides clear and exceptional evidence in all areas.  10-15  Points \_\_\_\_\_\_ | **15** |  |
| **IV. Response Question #5** (**maximum 750 words)**  **What do you consider to be a public education issue today? Address one issue in depth, outlining possible causes, effects, and resolutions. How are you addressing this issue in your role as an administrator?**   * Addresses one public education issue today * Outlines possible causes * Outlines effects * Outlines resolutions * Addresses issue as an administrator | Fails to cover all required areas.    0-4  Points \_\_\_\_\_ | Provides adequate evidence in all areas.  5-9  Points \_\_\_\_\_\_ | Provides clear and exceptional evidence in all areas.  10-15  Points \_\_\_\_\_\_ | **15** |  |
| **V. Letters of Support (3 Letter)**   1. At least one letter is from the superintendent citing student achievement (letterhead). The remaining letters may be from: parent, colleague, administrator, student/former student, or civic leader 2. Applicant’s achievements in and outside the school, or other specific evidence 3. Applicant’s efforts to strengthen and improve the teaching profession 4. Why the applicant is qualified to become Mississippi’s 2024-2025 Administrator of the Year 5. Letters do not exceed one page in length (double-spaced between paragraphs and 12 font size) 6. Signature of supporter | Fails to cover all required areas.  0-1  Points \_\_\_\_ | Provides adequate evidence in all areas.  2-3  Points \_\_\_\_\_ | Provides clear and exceptional evidence in all areas.  4-5  Points \_\_\_\_\_ | **5** |  |
|  | | | **Maximum Points** | **100** |  |
| **Tally the points allotted in each of the sections. This is the candidate’s final score. The highest total any candidate may earn is 100 points.** | | | **Final Score** | |  |

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2024-2025 Mississippi Administrator of the Year

**Application Form**

**Section I** (*please type*)

|  |  |
| --- | --- |
| **Candidate’s Employment Information** | |
| **Full Name:**  *(Mr., Mrs., Ms., Dr.)* | |
| **School District:** | **School:** |
| **School District Number:** | **Congressional District: \_\_\_1 \_\_\_2 \_\_\_3 \_\_\_4** |
| **School Address** *(city, state, zip code):* | |
| **School Phone:** | |
| **School Website:** | |
| **Work Email:** | |
| **Type of Administrator: \_\_\_\_ Elementary \_\_\_\_ Middle \_\_\_\_High School** | |
| **Total Years Administrator Experience:** | |
| **Superintendent’s Name:** | **Superintendent’s Phone:** |
| **Superintendent’s Email:** | |
| **Candidate’s Personal Information** | |
| **Home Address** *(city, state, zip code):* | |
| **Personal Email:** | |
| **Cell Phone:** | **Home Phone:** |
| **Twitter Handle:** | **Facebook Profile:** |
| **Instagram Profile:** | **Other Social Media:** |
| **Professional Information** | |
| **Professional Memberships (i.e., MASS, MASA, etc.):** | |
| **Platform/Areas of Interest:** | |

|  |  |
| --- | --- |
| **Demographic Information** | |
| ***The following information is not required and will have no bearing on your selection. It is collected for informational purposes only.*** | |
| **School Size** *(number of students)***:** | **District Size** *(total number of students)***:** |
| **School Type:**  **□ Public**  **□ Charter Public** | **School Location:**  **□ Rural**  **□ Suburban**  **□ Urban** |
| **National Board-Certified:**  **□ Yes**  **□ No**  **□ In Progress** | **\*Gender:**  **□ Male**  **□ Female**  **□ Decline to answer** |
| **\*Age Category:**  **□ 21 – 29**  **□ 30 – 39**  **□ 40 – 49**  **□ 50 – 59**  **□ 60 or older** | **\*Ethnicity:**  **□ Asian/Indian Subcontinent**  **□ Black/African American**  **□ Hispanic or Latino**  **□ Native American/Alaskan Native**  **□ Native Hawaiian or Other Pacific Islander**  **□ White**  **□ Multiple Ethnic/Racial Identities**  **□ Other**  **□ Decline to Answer** |
| ***\*The Mississippi Administrator of the Year will be selected without regard to race, color, religion, sex, or national origin, and will not be discriminated against on the basic of disability. This information will not be shared with MDE Screening Committee and the State Selection Committee.*** | |

|  |
| --- |
| **Administrator of** **the Year Candidate’s Signature** |
| By signing this nomination form, I acknowledge that:   * I have read and understand the eligibility, criteria guidelines, and accept the responsibilities for Mississippi Administrator of the Year as outlined in the nomination packet on pages 2-3. * I understand that I must notify Mississippi Department of Education of any changes in my status as an administrator. Failure to notify MDE of any changes, the candidate will be ineligible to serve as a finalist and/or state administrator. * I understand that I will become ineligible if I am not a full-time K-12 administrator at each stage of the recognition process (district, congressional finalist, and state). * If selected as the 2024-2025 Mississippi Administrator of the Year, I may be requested for various speaking and/or professional development engagements during the year of my recognition as necessary to fulfill the obligations (listed on pages 2-3) inherent in the honor. * I give my permission that any or all the materials provided (other than home address and telephone) may be shared with persons interested in promoting the Mississippi Administrator of the Year Program.   **Signature of Candidate \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **District Superintendent’s Approval and Signature** |
| By signing this nomination form, I acknowledge that:   * I have read and understand the eligibility, criteria guidelines, and responsibilities for Mississippi Administrator of the Year as outlined in the nomination packet on pages 2-3. * The candidate meets the criteria guidelines for Mississippi Administrator of the Year as outlined in the nomination packet and submits this nomination with my approval. * The candidate will become ineligible if he or she is not a full-time K-12 administrator at each stage of the recognition process (district, congressional finalist, and state). * If the candidate is selected as a congressional finalist, the district agrees not to send a news release, until Mississippi Department of Education announces the candidate as a congressional finalist. * If the candidate is selected as the 2024-2025 Mississippi Administrator of the Year and is requested for various speaking and/or professional development engagements during the year of recognition as necessary to fulfill the obligations (listed on pages 2-3) inherent in the honor, I give my approval.   **Signature of Superintendent\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

School District Number \_\_\_\_\_\_\_

Congressional District Number \_\_\_\_\_\_\_

**2024-2025 Mississippi Administrator of the Year Application**

**Section II: Resume (3 pages maximum)**

**Education**

|  |  |  |  |
| --- | --- | --- | --- |
| **School Name** | **Degree** | **Major** | **Years Attended**  **(i.e., 2010-2014)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Teaching Work Experience**

|  |  |  |  |
| --- | --- | --- | --- |
| **Title** | **District/Organization** | **Subject(s) Taught** | **Years in Position**  **(i.e., 2010-2014)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Professional Leadership Experience**

|  |  |  |
| --- | --- | --- |
| **Position** | **Organization** | **Years in Position**  **(i.e., 2010-2014)** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Awards and Other Recognition**

|  |  |
| --- | --- |
| **Award/Recognition** | **Year Received** |
|  |  |
|  |  |
|  |  |
|  |  |

**Licensure Certifications**

|  |  |
| --- | --- |
| **Endorsement Code/Area** | **Year Obtained** |
| *(i.e., 154 Mathematics)* | *(i.e., 2010)* |
|  |  |
|  |  |
|  |  |

School District Number \_\_\_\_\_\_\_

Congressional District Number \_\_\_\_\_\_\_

**2024-2025 Mississippi Administrator of the Year Application**

**Section III: Professional Biography**

**(Complete in 3rd Person/maximum 500 words, see page four (4) of the guidelines for details)**

School District Number \_\_\_\_\_\_\_

Congressional District Number \_\_\_\_\_\_\_

**2024-2025 Mississippi Administrator of the Year Application**

**Section IV: Response Questions 1-5**

1. During your tenure as administrator, describe the shared mission and vision you helped develop and facilitate to improve student achievement. Explain how you ensured a diverse group of stakeholders were involved in both the development of and execution of the building’s shared mission and vision. Attach an artifact (graph or summary) of evidence showing how the mission and vision supported student achievement. **(maximum 750 words)**
2. As an administrator, how have you promoted programming and instruction that addresses equity? Why is it important that all students are known and valued, and receive individualized tools and supports to succeed? **(maximum 750 words)**
3. As the instructional leader, how did you determine your staff’s instructional strengths and areas of growth? What steps did you take to celebrate strengths and address deficit areas? **(maximum 750 words)**
4. What strategic planning have you implemented to track and monitor student outcomes? Share details of your plan. As a result of your plan, were there any areas of concern? Have you celebrated any areas of success? **(maximum 750 words)**
5. What do you consider to be a public education issue today? Address one issue in depth, outlining possible causes, effects, and resolutions. How are you addressing this issue in your role as an administrator? **(maximum 750 words)**

**2024-2025 Mississippi Administrator of the Year Application**

**Section V: Three (3) Letters of Support**

**(See page five (5) of the guidelines for details)**