



2023-2024 EDUCATIONAL ADMINISTRATOR OF THE YEAR SELECTION CRITERIA

A successful applicant meets the needs of his/her students, demonstrates strength in communication skills, is committed to professional development and growth, and is active in his/her local community.

COMMUNICATION SKILLS - The applicant has demonstrated strength in both personal and organization communication.

PROFESSIONALISM - The applicant has demonstrated commitment through consistently upgrading his/her administrative knowledge and skills, providing professional development opportunities for other members of the educational team, and motivating others to achieve.

COMMUNITY INVOLVEMENT - The applicant has demonstrated knowledge about and is actively involved in local community activities as well as has an understanding of state and national issues.

ELIGIBILITY FOR NOMINATION

1. The applicant must currently be employed as an educational administrator.
2. The applicant must currently be a member of the national educational association, which represents his/her professional occupation.
3. The applicant must be employed as an educational administrator for five (5) years.
4. The applicant must have three (3) letters of recommendation: one (1) from the immediate supervisor/co-worker and two (2) other persons of the candidate's choice.

The applicant for Educational Administrator of the Year will be selected by the Awards Committee and approved by the Board of Directors. The Educational Administrator of the Year will be honored at the annual meeting and presented a plaque of recognition. The award recipient will be eligible to apply for the NAEOP Administrator of the Year Award.

The application form and all letters of recommendation must be postmarked by **January 5, 2024** and submitted to:
Lunetta Clark, EOPO Awards Chair,
Cleveland Hts.-University Hts. City School District – Business & Operations,
2155 Miramar Blvd., University Hts, OH 44118

Affiliate: NATIONAL ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS (NAEOP)

Alliances: Buckeye Association of School Administrators (BASA)
Ohio Association of Elementary School Administrators
Ohio Association of Secondary School Administrators
Coalition of Rural and Appalachian Schools

Educational Administrator of the Year Application

PERSONAL INFORMATION

Name _____
School System _____ Title _____
Office Address _____ Email address: _____
City _____ State _____ Zip _____
Telephone-Office _____ Home _____

EDUCATION

<u>Schools Attended (include high school)</u>	<u>Degrees</u>	<u>Dates</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

ADMINISTRATIVE EXPERIENCE

<u>Position Held</u>	<u>School System</u>	<u>Dates</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

STATE/LOCAL AWARDS RECEIVED IN CONJUNCTION WITH WORK IN EDUCATION

**MEMBERSHIP/LEADERSHIP RESPONSIBILITY IN
EDUCATIONAL PROFESSIONAL ORGANIZATIONS**

Name of Organization

Years

Offices/Committees

Years

PERSONAL CONTRIBUTIONS OR ACHIEVEMENTS IN EDUCATION

Signature of Applicant

Date

