

## Clayton County Public Schools 2017-2018 Principal of the Year (POTY)

Clayton County Public School System recognizes and celebrates the outstanding achievements of school principals at its annual Employee of the Year Celebration. Below are the guidelines for nominating an individual for *Principal of the Year*.

#### What criteria must a principal meet to be nominated?

The nominee must have completed a **minimum of three years** as a principal of a Clayton County school and must have a proficient or higher rating on his/her annual summary evaluation and no outstanding ethics complaints.

#### Who may nominate a principal?

Any current employee of CCPS may nominate any principal. The principal you nominate does not have to be your current principal.

#### What do I have to do to nominate a principal?

You will need to complete the following:

- 1. Nominee/Nominator Profile
- 2. Nomination Supporting Rationale
- 3. Principal of the Year Criteria Rubric
- 4. Once completed, please return this packet to **Avery Kenly** at the Professional Learning Center preferably via email <a href="mailto:avery.kenly@clayton.k12.ga.us">avery.kenly@clayton.k12.ga.us</a> or CCPS inter-office mail by September 15, 2017.

#### What is the process?

- The committee will:
  - *Prescreen the nominee for eligibility.*
  - o Invite all eligible nominees to apply.
  - Invite the finalists for an interview.
- A panel of independent judges comprised of members of the district and the community will conduct the interviews and select the winner.
- The district will recognize the Principal of the Year at the annual Employee of the Year Celebration on <u>January 25, 2018</u>, at 7:00 PM.

For questions, please contact Mr. Avery Kenly, Dr. Linda Kight, or Mrs. Ave Tatum at the Professional Learning Center via email or telephone.

#### **Email address:**

avery.kenly@clayton.kı2.ga.us, linda.kight@clayton.kı2.ga.us, or ave.tatum@clayton.kı2.ga.us

#### **Phone Number:**

(770) 473-2795, Ext. 730123, (770) 473-2795 Ext. 730109 or (770) 473-2795, Ext. 730109

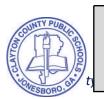


# Clayton County Public Schools 2017-2018 Principal of the Year (POTY)

## **Nominee/Nominator Profile Form**

Due: **September 15, 2017** 

principal, former co-worker, etc.
Relationship to the principal you are nominating, i.e. current principal, former
Your Email Address:
Your Phone Number:
Your School Name:
Your Position:
Your Name:
Nominator's Information
Nominee's best contact telephone number:
School's Address:
District Name:
School Name:
Principal's Name:
Nominee's Information



## **Clayton County Public Schools**

2017-2018 Principal of the Year (POTY)

### **Criteria Rubric/Rating Form**

Directions: Check the corresponding response from "Not Evident" to "Fully Exemplary".

	Personal Excel	lence			
	CDITEDIA	Not evident	Emergent	Proficient	Exemplary
	CRITERIA	(0 pts)	(1 pt)	(2 pts)	(3 pts)
1.	Nominees must have served as a principal for a minimum				
	of three complete years.				
2.	Models continuous personal and professional growth				
3.	Interacts professionally and tactfully with others				
4.	Communicates effectively using appropriate academic				
	language, both written and oral.				
5.	Models values, beliefs, and attitudes that promote others to				
	higher levels of performance				
6.	Maintains an instructional focus while managing				
	administrative tasks				
7.	Recognizes and appreciates the diversity of the school				
	community				
	Point Totals				
	Collaborative Lea				
	CDATEDIA	Not evident	Emergent	Proficient	Exemplary
	CRITERIA	(0 pts)	(1 pt)	(2 pts)	(3 pts)
8.	Involves teachers, staff members, parents, students, and the				
	community in achieving the goals of the school				
9.	Leads collaboratively to promote ownership of all				
	stakeholders				
10.	Provides focus that all practices and programs are aligned				
	with the district's vision, mission, beliefs, and strategic				
	goals				
11.	Creates a culture of collaboration in which all members				
	work together to promote student learning				
12.	Teachers, coaches, and supports the development of				
	potential and current school leaders				
13.	Maintains an instructional focus while managing				
	administrative tasks				
14.	Encourages the use of available technology to enhance				
	instruction and student learning.				
	Point Totals				
	Curriculum, Instruction,	and Assessn	nent		
		Not evident	Emergent	Proficient	Exemplary
	CRITERIA	(0 pts)	(1 pt)	(2 pts)	(3 pts)
15.	Improves teaching and learning by implementing programs				

and improvement efforts for student achievement							
16. Observes, supervises and evaluates teachers and							
instructional programs to maximize the learning							
opportunities for every teacher and for every student							
17. Analyzes multiple sources of data to improve instructional							
practices and outcomes for student achievement							
18. Demonstrates knowledge of learning, teaching, research,							
and programs that maximize student performance							
19. Facilitates, develops, and maintains co-curricular programs							
that complement the curriculum and fosters students'							
academic success							
Point Totals:							
Personalization							
	Not evident	Emergent	Proficient	Exemplary			
CRITERIA	(0 pts)	(1 pt)	(2 pts)	(3 pts)			
20. Creates and maintains a safe, warm, and positive school							
climate that reflects high student and staff morale							
21. Creates structures that promote positive relationships							
among all stakeholders							
22. Acknowledges achievement or accomplishments of							
students, teachers, and school community members							
23. Understands the physical, social, emotional, and cognitive							
development of the students that are served at the school							
Point Totals:							
1 oint 1 otais.							



# Clayton County Public Schools 2017-2018 Principal of the Year (POTY)

Supporting Rational:					
Please explain why you feel that this person is an exemplary principal and is deserving of the honor of Principal of the Year.					