



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 avery.kenly@clayton.k12.ga.us or CCPS inter-office mail by September 15, 2017.

What is the process?

- The committee will:
 - Prescreen the nominee for eligibility.
 - 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 January 25, 2018, 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.k12.ga.us, linda.kight@clayton.k12.ga.us, or ave.tatum@clayton.k12.ga.us

Phone Number:

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



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Nominee/Nominator Profile Form

Due: September 15, 2017

Nominee's Information

Principal's Name: _____

School Name: _____

District Name: _____

School's Address: _____

Nominee's best contact telephone number: _____

Nominator's Information

Your Name: _____

Your Position: _____

Your School Name: _____

Your Phone Number: _____

Your Email Address: _____

Relationship to the principal you are nominating, i.e. current principal, former principal, former co-worker, etc.



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Criteria Rubric/Rating Form

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

Personal Excellence				
CRITERIA	Not evident (0 pts)	Emergent (1 pt)	Proficient (2 pts)	Exemplary (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 Leadership				
CRITERIA	Not evident (0 pts)	Emergent (1 pt)	Proficient (2 pts)	Exemplary (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 Assessment				
CRITERIA	Not evident (0 pts)	Emergent (1 pt)	Proficient (2 pts)	Exemplary (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				
CRITERIA	Not evident (0 pts)	Emergent (1 pt)	Proficient (2 pts)	Exemplary (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:				



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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.