

**2016**

## **Robert J. Handy Most Effective Administrator Awards**

Nomination/Application Form

**DEADLINE: March 21, 2016**

PEMCO Insurance and the Washington Association of School Administrators (WASA) announce the 2016 Robert J. Handy Most Effective Administrator Awards. One highly effective superintendent, central office administrator, or building administrator will be selected from a small district (up to 500 students), medium-sized district (501–2,000 students), and large district (over 2,000 students).

A \$10,000 award will be equally divided among the three winners. The award may be used for personal or professional growth and/or to support and disseminate information about a successful school or district program.

Self-nominations or nominations by others may be submitted by filling out this form and emailing it to Marilee Jensen at the WASA office



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**ELIGIBILITY:**

Any member of WASA or the Association of Washington School Principals (AWSP) who is a superintendent, central office administrator, or a building administrator with at least **THREE** years of administrative experience is eligible for a Robert J. Handy Most Effective Administrator Award.

**INSTRUCTIONS:**

Please describe and provide **specifics** on the role played by the nominee in actualizing each of the factors outlined on the following pages that describe the nine characteristics of high-performing schools/districts as identified by OSPI research. (For detailed descriptions of the characteristics, see <http://www.k12.wa.us/research/pubdocs/ninecharacteristics.pdf>.)

**NOTES:**

*Only information contained within the 100-word maximum per characteristic will be reviewed. Supportive materials submitted in addition to this application **WILL NOT** be considered.*

*If multiple nominations/applications are submitted for a particular nominee/applicant, only the **FIRST ONE** received will be considered.*

**DEADLINE:**

The deadline for submitting nominations/applications is March 21, 2016. Send this completed nomination/application form (**please send a Word version of the form, NOT a PDF**) to [mjensen@wasa-oly.org](mailto:mjensen@wasa-oly.org).

Name of nominee: \_\_\_\_\_

AWSP Member                       WASA Member

District size (full-time equivalents):

Less than 500                       501–2,000                       2,001+

District: \_\_\_\_\_

Position: \_\_\_\_\_

Number of years the nominee has been in current district: [   ]

Number of years as an administrator: [   ]

Contact name: \_\_\_\_\_

Telephone: \_\_\_\_\_                      Email: \_\_\_\_\_

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For more information, contact Marilee Jensen at the WASA office,  
360-489-3641 or [mjensen@wasa-oly.org](mailto:mjensen@wasa-oly.org).

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**1. Developing a clear and shared vision and purpose (100-word maximum).**

*Everybody knows where they are going and why. The vision is shared—everyone is involved.*

**2. Establishing high standards and expectations for all students throughout the system (100-word maximum).**

*There is a belief that all students are able to do better in various subjects. There may be barriers for some students to overcome, but there are support structures in place to help students reach those high standards and expectations.*

**3. Demonstrating effective leadership in both instructional and administrative areas (100-word maximum).**

*Leadership is shared, proactive, and results-oriented.*

**4. Encouraging high levels of collaboration and communication (100-word maximum).**

*There is constant collaboration and communication between leadership, teachers, staff, and other stakeholders to enhance student learning. There are structures and supports in place to ensure ongoing collaboration and embedded practices.*

**5. Aligning curriculum, instruction, and assessments with the state standards (100-word maximum).**

*Leadership works to ensure that there is alignment between curriculum, instruction, and assessment throughout the system.*

**6. Closely monitoring professional practice and student progress (100-word maximum).**

*There is a steady cycle of assessments to determine who needs help and the type of help needed. This information is used to provide more help to those in need. It is not enough to know where there are needs for improvement—purposefully planned extra support is provided, monitored, and ongoing adjustments are made to improve performance and achievement.*

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**7. Emphasizing focused professional development (100-word maximum).**

*Professional development is focused on the areas of greatest need and aligns with district and/or school goals and plans. This type of staff support is extensive and ongoing, not a short, one-time occurrence.*

**8. Creating a supportive learning environment (100-word maximum).**

*The system creates a safe, civil, and healthy learning atmosphere. Students and staff feel respected and connected with each other. Instruction is personalized and characterized by positive interactions (educator to educator, educator to student, and student to student).*

**9. Developing a high level of community and parent involvement (100-word maximum).**

*There is a sense that all have a responsibility to educate students, not just the teachers and staff in schools. Parents, businesses, social service agencies, community colleges, and universities are engaged and involved in supporting students' education.*

**10. In conclusion, describe the part(s) of your district or school learning plan that has had the most impact on improving student achievement (100-word maximum).**

*Look for specificity in how parts of the plan describe directly or indirectly its impact on improved student achievement.*

*Send this completed nomination/application form no later than  
March 21, 2016, to [mjensen@wasa-oly.org](mailto:mjensen@wasa-oly.org).*