

Requirements for Those Who Excel

- **Administrator**

Letters of Recommendation - **File upload or Email request**

- Letter 1: Teacher (on school/district letterhead)
- Letter 2: Administrator (on school/district letterhead)
- Letter 3: Parent or Student

Each letter should speak to the following that this candidate:

- Demonstrates expertise in their field and whose work has contributed to students of all backgrounds and abilities;
- Collaborates with colleagues, students, and families to create a school climate of respect and success; and
- Demonstrates leadership and innovation in and outside of the classroom walls.

Length: Maximum 2 pages, single spaced, space between paragraphs, 12-point font.

Please name in the following format: **LOR_Nominee'sLastName**

Resume - **File upload**

All nominees must include a current resume with the following information:

- A. Beginning with most recent, list colleges and universities attended, including postgraduate studies. Indicate degrees earned and dates of attendance.
- B. Beginning with most recent, list teaching employment history indicating time period, grade level, and subject area.
- C. Beginning with most recent, list professional association memberships, including information regarding offices held and other relevant activities.
- D. Beginning with most recent, list staff development leadership activity and leadership activity in the training of future teachers.
- E. Beginning with the most recent, list awards and other recognition of your teaching.

Please name file in the following format: **Resume_Nominee'sLastName**

Professional Biography – **Completed in platform**

Describe background and experiences that influenced you to become an educator. What do you consider to be your greatest contributions and accomplishments in education? This could include biographical information, educational experiences, awards/honors or other activities. (250 words)

Topics in Education Narratives - **Completed in platform**

Topic 1: Philosophy of Education

Describe your personal feelings and beliefs about being an administrator, including the rewards you find from education and the qualities that define an outstanding administrator. Describe an initiative that defines you as an administrator. How does it engage students of all backgrounds and abilities in the learning? How do you use this initiative to connect students to the outside world? (1000 words)

Topic 2: Issues in Education

Think of a major issue in education today that is important to you. How have you been a lifelong learner, innovator or advocate for the issue? Describe, in your opinion a cause and effect of this issue and propose a possible resolution to the issue. (1000 words)

Topic 3: Educational Leadership

Describe a project in which you served as a teacher leader in your school/district. Describe your role and discuss how your leadership within this project positively impacted students, staff and the overall culture of your school/district. (1000 words)