

EDUCATIONAL OFFICE PROFESSIONALS OF OHIO

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 selected 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 be presented a plaque of recognition. The award recipient's name will be submitted to compete in the National Educational Administrator of the Year.

The application form and all letters of recommendation must be postmarked by March 1, 2012 and forwarded to
LEANNE LONG, E.O.P.O. Awards Chair,
80 Thames Ave., Bedford, OH 44146

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

Ohio Association of Local School Superintendents

Ohio Association of Rural and Appalachian Schools

EDUCATIONAL ADMINISTRATOR OF THE YEAR APPLICATION

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PERSONAL INFORMATION

Name _____

School System _____ Title _____

Office Address _____

City _____ State _____ Zip _____ - _____

Telephone-Office (_____) - EX _____ Home (_____) - _____

EDUCATION

Schools Attended
(include high school)

Degrees

Dates

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

ADMINISTRATIVE EXPERIENCE

Position Held

School System

Dates

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

STATE / LOCAL AWARDS RECEIVED IN CONJUNCTION WITH WORK IN EDUCATION

MEMBERSHIP / LEADERSHIP RESPONSIBILITY IN EDUCATIONAL PROFESSIONAL ORGANIZATIONS

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<u>Name of Organization</u>	<u>Years</u>	<u>Offices/Committees</u>	<u>Years</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

PERSONAL CONTRIBUTIONS OR ACHIEVEMENTS IN EDUCATION

Signature of Applicant

Date

