



2024 Leader of the Year Award

Nominations Due January 15, 2024

Albemarle County Public Schools (ACPS) is excited this year to add a “Leader of the Year” award to our annual employee recognition program! We value our amazing school leaders and their commitment to supporting academic success for all students, improving instruction, creating a positive and welcoming school environment, cultivating leadership, building strong family and community partnerships, and achieving the goals of our strategic plan, *Learning for All*.

Please help us recognize and celebrate our outstanding school leaders by working with your school to nominate a principal, assistant principal, or central office leader for our 2024 Leader of the Year award! School and department communities may come together to nominate a leader for this award. (Nominations should come from a team in the school or department; self-nominations will not be accepted.) Ideally, a group of staff, students and/or families would work together to gather support around nominating a specific leader in their school or department. That group should work with the nominee to ensure they are willing to be nominated and confirm that the leader’s supervisor concurs with the nomination. A few staff members should take point and lead the process of completing the [nomination packet](#) (see details on the next page). Nomination packets are due by the end of the day on **January 15, 2024**.

The ACPS Leader of the Year should:

- Be a current principal, assistant principal, central office director or assistant director, or lead coach who has served ACPS as a leader in that role for at least the last 3 years.
- Embody the mission, vision, values and goals outlined in the [ACPS strategic plan](#).
- Manage the school or department effectively.
- Foster collaboration and a team atmosphere within the school division and between the school and the community.
- Maintain strong communication with students, faculty and staff, and the community.
- Stay current with best practices in their field and leadership.
- Demonstrate and encourage creativity and innovation.
- Demonstrate a commitment to Culturally Responsive Teaching, equitable practices, and inclusive school environments.

A committee of ACPS leaders, staff and parents/guardians will review the nominations and provide feedback on them to the Superintendent’s Cabinet. The Cabinet will select one nominee for recognition as 2024 Leader of the Year. The Leader of the Year award winner will receive a plaque, a cash award of \$500 (as will the teacher and classified employee of the year), and the opportunity to address the school board at a recognition ceremony in the spring.

Thank you in advance for participating in this process. We look forward to recognizing and celebrating our outstanding leaders!

Nomination Packets

Nominees for the 2024 Leader of the Year award must:

- Be a current principal, assistant principal, central office director or assistant director, or lead coach who has served ACPS as a leader in that role for at least the last 3 years.
- Plan to continue serving ACPS as a leader in the 2024-25 school year.
- Hold a current, renewable (not provisional) Virginia teaching license or applicable credential for their leadership role.

Nomination packets must include:

- [Nomination Form](#) (see next page) signed by nominator and nominee
- Nominee's resume
- Nomination statement from the nominator explaining their relationship to the nominee and reasons for nominating
- No more than five letters of support** from students, faculty and staff, colleagues, and/or community members (**Note:** Please do not provide additional letters, as we will only review the first five. Strong nomination packages will include letters of support representing a range of stakeholders—families, staff, students, and community members.)

Submission Deadline:

Nomination packets are due to Human Resources no later than **4:30 p.m. on Monday, January 15, 2024**. Submission via email to [Dan Redding](mailto:dredding@k12albemarle.org) is preferred (dredding@k12albemarle.org); however, packets may be mailed or hand delivered to the following address:

Human Resources
Albemarle County Public Schools
401 McIntire Rd, Suite 125
Charlottesville, VA 22902

Evaluation of Nomination Packets:

An evaluation rubric, focused on the [established criteria](#) for the Leader of the Year, is under development. Nomination packets will be rated based on clear examples and evidence provided for those criteria. The Nomination Statement and Letters of Support are the source of that evidence and will be the main focus of the review committee.



2024 Leader of the Year Nomination Form

[Click here to make a copy of this form and complete it electronically.](#)

Name of Nominee: _____

(List name as the nominee would like their name to appear on a certificate and in public recognition.)

Nominee's School or Department: _____

Years in ACPS: _____ **Years in Current School/Department:** _____

Name of Nominator: _____

Nominator's Email Address: _____

Nominator's Phone Number: _____

Describe skills the nominee demonstrates that are evidence of effective management of the school, department or program:

Describe skills that demonstrate how the nominee encourages creativity and innovation:

Describe how the nominee embodies the mission, vision, values and goals outlined in the ACPS strategic plan, *Learning for All*:

Describe how the nominee fosters collaboration within the school/department and between the school division and the community:

Describe how the nominee maintains strong communication with students, faculty and staff, and the community:

Describe how the nominee stays current with best practices in their field and leadership:

Describe how the nominee demonstrates a commitment to Culturally Responsive Teaching, equitable practices, and inclusive school environments:

Nominee's Signature: _____

Nominator's Signature: _____

*If you choose to print and complete this nomination form by hand,
you may use additional sheets of paper to provide responses.*