

Guidelines for the
SCHOOL ADMINISTRATOR OF THE YEAR AWARD

Presented by the
SCHOOL LIBRARY AND YOUTH SERVICES SECTION of NDLA

The School Administrator of the Year Award is a citation made by the School Library and Youth Services Section of the North Dakota Library Association annually, to school superintendents, elementary and/or secondary principals, and district directors of instructional materials centers, who have made significant contributions and have been strongly supportive in maintaining or strengthening an exemplary school library media program within public schools of the State of North Dakota.

PURPOSE

1. To honor those administrators who, through individual leadership and sustained effort, have made worth contributions to the operations of effective school library media centers and in advancing the role of the school library media center services in the educational program of the school.
2. To recognize the responsible and influential role of the school administrator in developing successful media programs.
3. To stimulate interest in cooperative planning, implementation, and the support necessary to improve and/or strengthen the school library media program within the educational structure of all public schools throughout the State.
4. To provide visibility and create public awareness of the school library media center and its programs within the community, both public and educational.

CRITERIA

1. Effective implementation of the role of the school library media center among faculty, staff, students, and community.
2. Leadership in instituting media center policies and practices which result in the improvement of curriculum development and classroom instruction within the school district and/or individual school.
3. Sustained effort in developing effective and efficient school library media center management and services through personal cooperation and interest in maintaining and/or strengthening the media center in the school district and/or individual school.

ELIGIBILITY

1. District school superintendents, elementary and/or secondary school principals, and district directors of instructional materials centers currently in administrative office and directly responsible for a school or a group of schools.
2. Nominations can be made by any personal member of the North Dakota Library Association listed in the current Membership Directory issued by the Association.

RULES

1. Recognition of the recipient will be made at one of the General Sessions during the Annual Convention of the North Dakota Library Association, or at such time and place as may be designated by the Executive Board of the North Dakota Library Association; if, in the opinion of the Award Committee, no worth candidate is identified, it may exercise discretionary powers and recommend no citation be awarded.
2. Nominations for the award should be mailed to the chairperson of the Award Committee for the School Administrator of the Year Award, postmarked no later than the set deadline date.
3. Nominations submitted become the property of the School Library and Youth Services Section of the North Dakota Library Association. Supplementary material, not requested on the nomination forms, should not be submitted.
4. An Awards Committee member may disqualify himself if this member's administrator or supervisor is one of the nominees to be reviewed for the final selection, or, in another case, in the member's opinion, there would be a problem in making an objective evaluation of nominees.

GUIDELINES FOR NOMINATIONS

1. A statement of the nominee's outstanding and sustained contribution toward furthering the role of the school library media center and its development in elementary and/or secondary education. Supportive data must be included in the text of the statement in narrative form. Please do not send supporting letters, printed matter, manuals, pictures, or publicity releases.

The length of the statement is optional, but it should include basic information on the school system as a whole, a description of the library situation at the time the administrator began the program for which the administrator is to be cited, contrasted with the current situation, and a clear statement of current commitments and future plans for the improvement of school library services.

2. Brief biographical data.

NOMINATION FORM

(Part 1 of 2)

for the

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Name of Nominee _____ For Year _____

Position of Nominee _____

Nominated by _____

Position of Nominator _____

Years in this Position _____

School Address _____ School Phone _____

Home Address _____ Home Phone _____

Signature of Nominator _____ Date _____

The nomination statement is an explanation of the nominee's unique and continued contribution toward furthering the role of the school library media center and its development in elementary and/or secondary education. Please briefly respond to the following questions in the space remaining on the reverse side of this sheet.

1. Provide information on the school system as a whole, especially as applicable to the school library media center/program. (Information included should be: student population, number of school library media specialist professionals in the system, number of support staff individuals, number of items in the centralized school library media center, etc.)
2. A description of the library/media center situation at the time the administrator began the program, contrasted to the current situation. (OR, past situation vs. present situation, In the event the administrator is new in the job).
3. Review programs organized or supported, and activities or specific contributions made by the administrator, which warrant this award (i.e., How does he/she help in interpreting the role of the school library professional in the educational system? Why is his/her administrative leadership commendable?)

NOMINATION FORM

(Part 2 of 2)

for the

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Name of Nominee _____ For Year _____

Position of Nominee _____

School Address _____ School Phone _____

Home Address _____ Home Phone _____

Previous Positions Held _____

Educational Background _____

Professional Organizations and Offices Held _____

Name and Address of Nominee's Local Newspaper _____

NOMINEE'S PERMISSION:

I give my permission to be nominated for the School Administrator of the Year Award
presented by the School Library and Youth Services Section of the North Dakota Library Association:

(Signature of Nominee)

(Position)

(Date)

PLEASE RESPOND (briefly) to the following questions (on the reverse side of this sheet):

1. What do you think is the role of the school library media program and the school library media specialist/school librarian?
2. What plans do you have for the future of the school library media program?
3. What do you think are your significant contributions to the school library media program?