

# MCAAP

## Montgomery County Association of Administrators and Principals

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## Dr. Edward Shirley Award for Excellence in Educational Administration and Supervision

### Purpose

The Dr. Edward Shirley Award for Excellence in Educational Administration and Supervision is an annual award presented by the Montgomery County Association of Administrators and Principals (MCAAP) along with the Montgomery County Business Roundtable for Education (MCBRE) and the Montgomery County Public Schools (MCPS) to recognize an outstanding administrator or supervisor of the Montgomery County Public Schools.

This award was established in June 2003 to honor Dr. Edward Shirley, an educator who dedicated his career to service on behalf of students, staff, parents and the greater community for over 30 years in the Montgomery County Public Schools. He committed his time and talents to the profession of educational leadership and served as the first fulltime president of the organization. The recipient of this award shall exemplify the elements of commitment and leadership exhibited by Dr. Shirley. The award will be presented at the **Champions for Children Gala** in April 2017. The recipient's name will be proudly engraved on the commemorative plaque which is prominently displayed at the MCAAP Office. In addition, a cash award and other assorted gifts will be presented to the winner. The recognition in April will be accompanied by the announcement of the Teacher of the Year and Outstanding Supporting Service Employee of the Year.

### Requirements for Consideration

To be considered for this award, a nominee must satisfy two basic requirements. The nominee must be a

- Montgomery County administrator or supervisor for at least five years
- Current voting member of MCAAP

### Nomination Criteria

A nominee for this award shall exhibit the highest qualities in the following categories:

- **Purposeful leadership** – communicates personal core values and instills in others a strong sense of purpose
- **Instructional leadership or systemwide leadership** – facilitates the implementation and maintenance of exemplary instructional/operational practices
- **Human resources development** – recognizes, identifies, and fosters potential in others
- **Resource management** – exercises sound judgment and creativity in the development and use of available resources
- **Interpersonal skills** – communicates with others in a respectful, effective and open manner
- **Professional involvement** – participates in the activities of and provides service to the profession and association including awards, honors, and achievements

- **Community and stakeholder involvement** – participates in and provides support to stakeholders within and beyond the school community

## **Nomination Process**

Nominations will be sought from administrators, supervisors, other MCPS staff, and community organizations. Also, self-nominations will be accepted.

Announcements will be published in the MCPS Bulletin and MCPS Outlook.

The nomination packet is available from MCAAP, 30 West Gude Drive, Suite 100, Rockville, Maryland 20850, or via e-mail upon request. It is also posted on the MCAAP website at [www.mcaapmd.org](http://www.mcaapmd.org).

Nominations can be initiated by one person; however, the completed process requires three (3) letters of support for the nomination. (See checklist.) A current résumé should be included with the packet. All parts of the nomination packet must be submitted together.

If the nomination is not a self-nomination, the application and supporting documents may be completed by another without notice or acceptance by the nominee. If the nominee is selected as a finalist, then the Selection Committee will notify the nominee prior to the site visit.

**The completed nomination application and supporting documents must be submitted to MCAAP by 5:00 p.m. on Friday, January 6, 2017.**

## **Selection Process**

A Selection Committee will be composed of nine (9) members: five (5) representatives of MCAAP's chapter membership and one (1) member each from MCEA, SEIU Local 500, MCCPTA, and Executive Staff.

The Selection Committee will review eligible nominations and choose finalists for further review based on the criteria outlined above. The selection committee will conduct site visits and individual interviews with each of the finalists. The award recipient of the Edward Shirley Award for Excellence in Administration and Supervision will be honored at the Gala in the Spring of 2017.

## **Checklist for Completion**

Below is a checklist to help process this nomination.

- Completed application – all sections must be completed.
- At least three (3) letters supporting nomination - Letters should be from three (3) different categories of friends, colleagues or associates. No more than a total of ten (10) letters of support will be accepted and read by the selection committee.
- Current professional résumé
- The nomination packet must be completed and submitted at one time on or before 5:00 p.m. on Friday, January 6, 2017.
- Only requested items are included in the packet.

**For further information, contact Edge Miller at 301-762-8174 or [emiller@mcaapmd.org](mailto:emiller@mcaapmd.org).**

# Application

## Dr. Edward Shirley Award for Excellence in Educational Administration and Supervision

Please read this application completely using the checklist as your guide to completion. All materials must be submitted at the same time for the packet to be considered. The deadline is 5:00 p.m. on Friday, January 6, 2017.

### Part I: General information about the nominee and the person making the nomination.

Name of Nominee \_\_\_\_\_ Position \_\_\_\_\_

Work Location \_\_\_\_\_ Telephone Number \_\_\_\_\_

Cell Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

#### Screening criteria:

Dates nominee has been an MCPS Administrator and/or Supervisor. \_\_\_\_\_ to \_\_\_\_\_  
Month/Year Month/Year

Is the nominee a voting member of MCAAP? \_\_\_\_\_yes \_\_\_\_\_no \_\_\_\_\_do not know

#### Checklist for complete application:

- \_\_\_\_\_ Completed application
- \_\_\_\_\_ Application within page limitation
- \_\_\_\_\_ Professional résumé
- \_\_\_\_\_ At least three letters supporting nomination
- \_\_\_\_\_ Submitted by Friday, January 6, 2017

#### Information about the person making the nomination:

- \_\_\_\_\_ Self-nomination
- \_\_\_\_\_ Colleague
- \_\_\_\_\_ Staff
- \_\_\_\_\_ Parent
- \_\_\_\_\_ Community Member
- \_\_\_\_\_ Supervisor
- \_\_\_\_\_ Other \_\_\_\_\_

I, \_\_\_\_\_, do hereby nominate \_\_\_\_\_  
\_\_\_\_\_ for the Dr. Edward Shirley Award for Excellence in  
Educational Administration and Supervision on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

My work location/address is \_\_\_\_\_.

My preferred telephone number is \_\_\_\_\_ and my email is \_\_\_\_\_.

My signature is affixed to the right. \_\_\_\_\_

-more-

## Part II: Application Requirements

### **Section A – Written Documentation**

Each applicant for this award is expected to exhibit the highest qualities in the categories identified below. Each category is equally important and should be easily identified in the presentation of the supporting documentation to this application. It is expected that the first five (5) qualities will be presented in narrative form. Professional involvement and community or stakeholder involvement may be presented in a list or bulleted format. The use of data is encouraged but not required. The supporting documentation shall be typewritten in 12 point, single-spaced, one-sided. This portion of the application shall not exceed six (6) pages.

#### **Educational Leadership Qualities**

**Purposeful leadership** – communicates personal core values and instills in others a strong sense of purpose

**Instructional leadership or systemwide leadership** – facilitates the implementation and maintenance of exemplary instructional /operational practices

**Human resources development** – recognizes, identifies, and fosters potential in others

**Resource management** – exercises sound judgment and creativity in the development and use of available resources

**Interpersonal skills** – communicates with others in a respectful, effective and open manner

**Professional involvement** – participates in the activities of and provides service to the profession and association including awards, honors, and achievements

**Community and stakeholder involvement** – participates in and provides support to stakeholders within and beyond the school community

### **Section B - Résumé**

A current professional résumé of no more than two pages shall be submitted as part of the application packet. The résumé shall include the nominee's educational credentials and employment history. Those parts of the résumé which address answers in Section A should supplement and not duplicate the previous information.

### **Section C – Letters of Support**

Three (3) letters of support for this nomination shall be included with the packet. The letters of support should be drawn from three different categories such as friend, colleague, community member or associate. One of the three letters can be from the person making the nomination and completing the application. If this is a self-nomination, the nominee must include three (3) letters of support for his/her nomination. No more than a total of ten (10) letters of support will be accepted and read by the selection committee.

### **Submission of the application packet - The deadline is Friday, January 6, 2017.**

All parts of the packet shall be submitted at one time to

MCAAP  
30 West Gude Drive, Suite 100  
Rockville, Maryland 20850

If hand delivery is preferred, please note that the office is located on the southwest corner of Route 355 and West Gude Drive. To receive a written confirmation that the application packet has been received and is complete, please include a stamped, self-addressed envelope with the packet.

**For further information, contact Edye Miller at 301-762-8174 or [emiller@mcaapmd.org](mailto:emiller@mcaapmd.org).**