

MONTGOMERY COUNTY PUBLIC SCHOOLS
***THE WASHINGTON POST* PRINCIPAL OF THE YEAR**
2025-2026

AWARD OVERVIEW

Each year one Montgomery County Public Schools (MCPS) principal is selected to receive the Washington Post Principal of the Year Award. The award program recognizes principals who go beyond the day-to-day demands of their position to create an exceptional educational environment for their staff and students. The Principal of the Year Award is intended to encourage excellence in school leadership and inspire positive organizational improvements in local school systems.

ELIGIBILITY CHECKLIST

In order to be eligible, nominees must:

- ☐ be a current principal in Montgomery County Public Schools
- ☐ be a full-time principal in pre-kindergarten through Grade 12
- ☐ have a minimum of two (2) years' experience as a principal, including one (1) or more years in MCPS
- ☐ be serving in the position for which they are being nominated for throughout the current 2025-2026 school year
- ☐ not be a previous recipient of this award
(*Previous nominees who did not win may be re-nominated.*)

NOMINATION CHECKLIST

- ☐ Nomination Packet Cover Sheet
- ☐ Professional Resume
- ☐ Evidence Supporting the Award Criteria
- ☐ Letters of Support
- ☐ Professional Biography
- ☐ Photograph

QUESTIONS

If you have any questions about this award, contact Arelis Burke at
Arelis_A_Burke@mcpsmd.org

NOMINATION DETAILS

The nomination package must include the following materials arranged in the order listed below. Submission documents must use the Times New Roman 12-point font.

Nomination Cover Sheet

The cover sheet template is included in this document. The nomination cover sheet must be completed in full and include all designated signatures.

Professional Resume

Resume should reflect the breadth and depth of the nominee's professional experience, including those within the school and broader community. Be sure to include areas that reflect leadership experience and those which reflect continuous learning.

Evidence Supporting the Award Criteria

A description of contributions in each of the nomination criteria areas ranging up to 400 words in each category. Explain how each criterion was accomplished. Be sure to include results/data related to the specific practices used in each of the five criteria areas.

1. **Leadership Excellence:** *Earns the respect of their staff and students, inspires excellence and creativity, and provides an innovative vision for the future of the school.*
2. **Collaboration:** *Establishes meaningful relationships throughout the educational system and community, and fosters a collaborative school culture that emphasizes working together within the common framework of strong educational values.*
3. **Listening:** *Maintains a continuous and open dialogue with students and parents as well as faculty and staff, and considers a variety of feedback and ideas when making decisions.*
4. **Lifelong Learning:** *Keeps abreast of developments in the field of education.*
5. **Support:** *Continues to play an active role in the classroom, the lunchroom, the hallway, at morning drop-off and afternoon dismissal. Creates an environment in which staff and students can flourish and grow.*

Letters of Support

A maximum of five letters of support, one of which must be from a professional educator. Letters of support should address the five award criteria and cite specific examples of how the principal displays the criteria in their work and how this principal has made a significant difference in the lives of children. Each letter of support should be up to 800 words.

Professional Biography

A 200-word biography written to highlight the nominee's professional accomplishments.

Color Photograph

One vertical color photograph. Headshot only. The image must be in JPG form and at least 2MB in size.

NOMINATION SUBMISSION

Nomination Deadline

All nomination packets must be received **by midnight, Friday, December 12, 2025**. Only complete packets will be considered. Nomination packets received after the deadline will not be considered.

How to Submit

Nomination packets must be emailed to Arelis Burke, Division of Family & Community Engagement at Arelis_A_Burke@mcpsmd.org subject line: *The Washington Post* Principal of the Year.

ADDITIONAL INFORMATION

Nominations may be submitted by staff, students, former students, parents, administrators or the general public. Principals may not nominate themselves. Nominators should work with the nominee, the school staff and community members to create a strong application package.

A committee of MCPS administrators will review all nominations and recommend a winner. The winner will represent Montgomery County as *The Washington Post* Teacher of the Year Award nominee.

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NOMINATION PACKET COVER SHEET

Nominee's Information

Name: _____

Employee ID #: _____

Current Position: _____

Home Address: _____

Phone Number: _____

Years as Principal in MCPS: _____

Totals Years of Experience as Principal: _____

Nominee's School Information

School Name: _____

Phone Number: _____

Nominator's Information

Name: _____

Position or Role: _____

Email: _____

Phone Number: _____

Nominator's Signature

Principal's Signature