



Montgomery County Association of Administrators and Principals (MCAAP)  
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## Request for Nominations

### *2024 Dr. Edward Shirley Award For Excellence in Educational Administration and Supervision*

**Submission Deadline: Friday, January 12, 2024 by 4:00 pm**

#### Overview

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) with the support of the Montgomery County Public Schools (MCPS) to recognize an outstanding administrator or supervisor of the Montgomery County Public Schools. ***This includes principals, assistant principals, school business administrators, directors, supervisors, and other administrative and supervisory positions within the MCAAP/MCBOA unit.***

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 full-time president of MCAAP. The recipient of this award shall exemplify the elements of commitment and leadership exhibited by Dr. Shirley.

The award will be announced at the MCAAP Spring Membership Meeting and presented at the MCAAP Summer Leadership Conference. The recipient's name will be engraved on the commemorative plaque prominently displayed at the MCAAP Office.

To see the list of past recipients please visit <https://www.mcaapmd.org/copy-of-recognitions-2>.

#### 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 dues-paying member of MCAAP (call MCAAP, 301-762-817,9 if you are unsure of nominee's MCAAP status)

## 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 with demonstrated commitment to staff and students
- **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 and Selection Process

Nominations may be submitted by administrators, supervisors, other MCPS staff, and community organizations. Self-nominations will also be accepted. The nomination process includes submission of a completed nomination packet by the nominator(s).

The Award Selection Committee will be composed of nine members: five representatives of MCAAP's chapter membership and one member 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 nomination criteria outlined above. The Selection Committee will conduct site visits and individual interviews with each of the finalists.

If the nomination is not a self-nomination, the nomination packet may be completed by someone else without notice or acceptance by the nominee. If the nominee is selected as a finalist, the Selection Committee will notify the nominee prior to the site visit.

The award recipient will be notified in late February.

## Required Documents for Nomination Packet

Below is a list of documents to be submitted with the nomination packet. Only requested items should be included with the submission. All required documents **must be submitted together as a pdf or hardcopy and received by MCAAP by 4:00 pm on Friday, January 12, 2024.** Scanned documents may be submitted as pdfs but please do not submit any documents as photos or in jpg format. Documents submitted as photos or jpps will not be accepted.

- Completed nomination form
- Supporting written documentation (see application for details)
- Minimum of three (3) letters supporting the nomination. Letters should be from three (3) different categories of colleagues, associates, or friends. No more than ten (10) letters of support will be accepted
- Current professional resume

For questions please contact MCAAP at [office@mcaapmd.org](mailto:office@mcaapmd.org) or 301-762-8174.

# Nomination Form

## *2024 Dr. Edward Shirley Award For Excellence in Educational Administration and Supervision*

**Submission Deadline: Friday, January 12, 2024 by 4:00 pm**

To nominate an individual (or self-nominate), please complete the Nomination Form and submit with the required documents (see next page for details).

Nomination packet must be submitted in its entirety at one time and **must be received by MCAAP by 4:00 pm on January 12, 2024.** Only completed nomination packets received by the deadline will be considered.

Receipt of Nomination Packet will be confirmed by MCAAP.

### Items to be included in Nomination Packet - **must be submitted at one time:**

- Completed Nomination Form (below)
- Professional resume
- Supporting written documentation (see p. 4)
- Minimum of three (3) letters of support

#### About the Nominee

Nominee's Name \_\_\_\_\_ Position \_\_\_\_\_

Work Location \_\_\_\_\_

Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Number of years nominee has been an MCPS Administrator and/or Supervisor: \_\_\_\_\_

Is the nominee a dues-paying member of MCAAP?  yes  no  do not know

*Note: Only dues-paying members of MCAAP are eligible for this award. If you are not certain of the nominee's MCAAP status, please contact MCAAP prior to completing a nomination packet.*

#### About the Nominator

Nominator's Name: \_\_\_\_\_

Nominator's Title (if applicable) \_\_\_\_\_

Nominator's Work Location \_\_\_\_\_

Nominator's Email \_\_\_\_\_

Nominator's Preferred Phone # \_\_\_\_\_

Date of Submission \_\_\_\_\_ Nominator's signature \_\_\_\_\_

Nominator's relationship to nominee:

- Self-nomination
- Colleague
- Staff
- Supervisor
- Parent
- Community Member
- Other (please specify) \_\_\_\_\_

## Additional Required Documentation for Inclusion in Nomination Packet

### 1. Supporting Written Documentation

Provide a written narrative focusing on the nominee's highest qualities in the seven Educational Leadership categories identified below. Each category is equally important and should be identified in the written documentation. The use of data is encouraged but not required.

The written documentation must be typed in 12 point, single-spaced, single-sided and must not exceed six (6) pages. Categories 1- 5 should be presented in narrative form. Categories 6 and 7 (Professional Involvement and Community or Stakeholder Involvement) may be presented in a list or bulleted format.

#### **Seven Educational Leadership Categories for inclusion in written documentation:**

1. Purposeful Leadership: communicates personal core values and instills in others a strong sense of purpose
2. Instructional Leadership or Systemwide Leadership: facilitates the implementation and maintenance of exemplary instructional /operational practices with demonstrated commitment to staff and students
3. Human Resources Development: recognizes, identifies, and fosters potential in others
4. Resource Management: exercises sound judgment and creativity in the development and use of available resources
5. Interpersonal Skills: communicates with others in a respectful, effective and open manner
6. Professional Involvement: participates in the activities of and provides service to the profession and association including awards, honors, and achievements
7. Community and Stakeholder Involvement: participates in and provides support to stakeholders within and beyond the school community

### 2. Professional Resume

A current professional resume of no more than two pages with the nominee's educational credentials and employment history must be included. Any parts of the resume which address the educational leadership qualities included in the supporting written narrative described above should supplement and not duplicate the previous information.

### 3. Letters of Support

A minimum of 3 letters of support for this nomination must be included. The letters should be drawn from at least 3 different categories such as colleague, community member, associate, or friend. One of the three letters can be from the nominator. No more than ten letters of support will be accepted.

## How and Where to Submit Nomination Packet

- The **entire** nomination packet **must be received by MCAAP by 4:00 pm January 12, 2024**.
- Packets may be submitted by email, fax, Pony or hand delivered.
- All documents must be submitted together as a pdf or hardcopy.
- Please **do not submit any documents as photos or in jpg format**.
- Please make sure all documents are very legible (including scanned and faxed documents).
- Only the required documents should be included.

#### **Submit nomination packet by:**

**Email:** [office@mcaapmd.org](mailto:office@mcaapmd.org)    **Fax:** 301-762-8179

**PONY or Hand Delivery:** MCAAP, 30 West Gude Drive, Suite 100, Rockville, MD 20850

**Questions?** Contact MCAAP at [office@mcaapmd.org](mailto:office@mcaapmd.org) or 301-762-8174.