

Superintendent of the Year Award Instructions Sheet / 2019

Eligibility and Nominations

A local school board that is currently an “Active Member” of TASB may nominate its superintendent for the award. Nominees must meet the following requirements:

- Have served as a superintendent of the district since September 1, 2016 (interim positions do not count)
- Be a member of the Texas Association of School Administrators (TASA)
- Be certified and meet the State Board for Educator Certification continuing professional education requirement
- Be an active superintendent at the time of the 2019 TASA/TASB Convention.

Superintendents who receive the top state award cannot be nominated again during the following five-year period. This rule does not apply to superintendents who were named regional winners or state finalists.

Entry Requirements

In a letter of recommendation addressed to the SOTY Selection Committee, the school board president should cite examples of the superintendent’s leadership while expanding on the following:

- Leadership, Management, and School Climate
- School Board–Superintendent Relations
- School Improvement and Instructional Leadership
- Fiscal Management
- School–Community Relations

At the end of the letter, explain: **“Why our superintendent should be selected as Superintendent of the Year?”**

Nomination Packet

Be sure to include the following:

1. Official Entry Form
2. Student Performance Work Sheet
3. The letter, signed by the board president (no longer than five pages, 12-point Times New Roman, 1.5-line spacing, and 1-inch margins)
4. A basic resume listing current positions and professional organizations (no more than three pages)
5. A resolution indicating the board’s decision to nominate the superintendent (remember to place the resolution on the board meeting agenda early in the process)

A photo of the superintendent also should be attached (8.5 x 11”, 300 dpi, .jpg file format).

No other documentation will be accepted.

Note: Participating districts should place an item to cover the Resolution on the board meeting agenda early on in the process.

Submission

Send nominations to the executive director of the district's education service center (ESC). The packet documents should be scanned and submitted as a single PDF in the order listed above. The packet and photo must be e-mailed to the ESC by close of business Friday, **April 12**.

Complete details and forms are available at **tasb.org/soty**.

Questions? Call us at 800.580.8272 or e-mail soty@tasb.org.