

Superintendent of the Year Award Instructions Sheet / 2021

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, 2018 (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 2021 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 your 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



A photo of the superintendent also should be attached in .jpg format. (Minimum image size 1,500 x 2,100 pixels (5 x 7" at 300 dpi); preferred image size 8.5 x 11")

No other documentation will be accepted.

Note: Board action is required for the resolution. Participating districts should place an item to cover the resolution on the board meeting agenda early 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 emailed to the ESC by close of business Friday, **April 9**.

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

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

