



# Superintendent of the Year Award Instructions Sheet / 2023

## 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, 2020 (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 txEDCON2023 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
6. Three photos, a photo of the superintendent (headshot), a photo of the superintendent and the board, and a photo of the superintendent interacting with students

## **Photo requirements**

Minimum image size 1,500 x 2,100 pixels (5 inches x 7 inches at 300 dpi); preferred image size 8.5 inches x 11 inches in .jpg format.

*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 21**.

Complete details and forms are available at **[tasb.org/soty](http://tasb.org/soty)**.

Questions? Call us at 800.580.8272 or e-mail [soty@tasb.org](mailto:soty@tasb.org).