



2024-2025 TASSP Region Assistant Principal of the Year Application

The TASSP Assistant Principal of the Year program annually recognizes outstanding school leaders who have succeeded in providing high quality learning opportunities for students. These assistant principals are acknowledged by their peers for the exemplary contributions they have made to the profession.

The program honors assistant principals who have demonstrated excellence in the areas addressed by the listed selection criteria that follows.

ELIGIBILITY

- Candidate must currently be an active assistant principal who has demonstrated outstanding leadership.
- Candidate must notify TASSP immediately of any change in his or her status as an assistant principal. Failure to notify TASSP of change of status could jeopardize a candidate's eligibility for the award.
- Candidate must be an active assistant principal, assistant headmaster, or assistant leader of a virtual, public, or private middle level or high school in Texas. Middle level and high schools are defined as those containing some portion of grades 6 through 12.
- Candidate must have served as an assistant principal at one or more middle level or high schools for three or more consecutive school years.
- Candidate must complete the 2024-2025 Region TASSP Assistant Principal of the Year application.
- Candidate must be a member of TASSP.
- Previous Texas Assistant Principal of the Year winners are ineligible to reapply for the award.

NOTE: Download this application to your computer, open that copy, complete and save it for your records.

For region recognition, send the complete application to your TASSP Region Coordinator by the deadline date established in your Region. Find your Coordinator's contact information on your TASSP Region page on the TASSP website.

TASSP Assistant Principal of the Year Scoring Rubric

To Applicant: This is the scoring rubric that judges will use to evaluate responses in your application.

CATEGORY I: PERSONAL EXCELLENCE	
Selection Criteria	Rating
Models continuous professional growth	
Interacts with others professionally and tactfully	
Communicates effectively in speaking and writing	
Models values, beliefs, and attitudes that encourage others to higher levels of performance	
Demonstrates commitment to TASSP and its programs through continuous membership and participation in state affiliate and national programs for school and student leaders.	
TOTAL Personal Excellence (Max of 15)	

CATEGORY II: COLLABORATIVE LEADERSHIP	
Criteria	Rating
Involves teachers, staff members, parents, students, and the community in creating and fostering a shared vision for the school	
Promotes ownership among staff, students, parents, and community members for school efforts and outcomes	
Creates a culture in which staff members work together as a professional learning community to promote student learning	
Identifies, coaches, and supports the development of potential and current school leaders	
Uses available technology to effectively address issues in the school community and meet the unique learning needs of each student	
TOTAL Collaborative Leadership (Max of 15)	

CATEGORY III: CURRICULUM INSTRUCTION AND ASSESSMENT	
Selection Criteria	Rating
Implements practices and programs based on multiple sources of data that improve teaching and learning	
Identifies and aligns essential learnings at each level with the curricula and standards	
Supervises and supports teachers and to maximize the learning opportunities for each student	
Identifies and evaluates programs, practices, and research to maximize student performance	
Facilitates and maintains cocurricular programs that foster students' academic and social success	
Ensures that each student has a personalized learning plan based on individual learner needs	
Supports students and teachers in meeting high standards	
TOTAL Curriculum, Instruction and Assessment (Max of 21)	

CATEGORY IV: PERSONALIZATION	
Selection Criteria	Rating
Establishes and maintains a school environment that reflects high expectations for students and staff members	
Creates a school climate that is warm, inviting, safe, and secure	
Provides equal access and support needed for student success to all social, economic, and racial/ethnic groups	
Promotes positive relationships and personal connections between adults and students	
Regularly acknowledges the accomplishments of students, teachers, and school community members	
TOTAL Personalization (MAX of 15)	

TOTAL SCORE: _____
(Max of 66)

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First Name		M.I.	
Last Name			
Job Title			
Total Years as Assistant Principal in Current School		Total Years as an Assistant Principal	
Total years as a school administrator (Including central office, etc.)		Total years as a TASSP member	
YOUR CONTACT INFORMATION			
Home Address			
City / State / Zip			
Preferred Email address			
Cell Phone			
ABOUT YOUR SCHOOL			
Select one:	<input type="checkbox"/> Middle School	<input type="checkbox"/> High School	
School Name			
Street Address			
City / State / Zip			
School Phone			
School Website			
Principal's Name		Principal's Email	
Select and note the total number of years your current school has had a chapter/affiliation with each of the following:			
Texas Association of Student Councils	#	National Association of Student Councils	#
Texas Association of Future Educators	#	NHS or NJHS	#

SCHOOL SOCIAL MEDIA PRESENCE: (List address/links for any that apply.)			
Facebook:		Twitter @	
YouTube		SchoolTube Channel	
Other			
PROFESSIONAL SOCIAL MEDIA PRESENCE: (List address/links for any that apply.)			
Facebook		Twitter @	
LinkedIn		Blog	
Other			
ABOUT YOUR DISTRICT			
School District Name			
School District Address			
City / State / Zip			
School District Phone		School District Website	
Superintendent Name		Assistant to Superintendent Name	
Superintendent Email		Assistant to Superintendent Email	
SCHOOL PROFILE			
Grades		Total Student Enrollment	
Number of Assistant School Administrators		Number of Teachers	
Number of All Other Staff		My School is (check one)	Urban: <input type="checkbox"/> Suburban: <input type="checkbox"/> Rural: <input type="checkbox"/>
	% of students in school classified as special education students		% of students classified as ELL or limited-English proficiency
	% students on free/reduced price lunches		% school attendance
	% promotion rate (Middle School)		% graduation rate (High School)

Approximate racial composition of the students in your school			
	% American Indian or Alaska Native		% Asian
	% Black or African American		% Native Hawaiian or other Pacific Islander
	% White		% Other
Approximate ethnic composition of the students in your school			
	% Hispanic or Latino		% Not Hispanic or Latino

Complete the table utilizing state assessment data. Please report data by applicable school subgroups.

READING / ELA	% Proficient + Advanced	% Proficient + Advanced	% Proficient + Advanced
	SY 2021-22	SY 2022-23	SY 2023-24
List major ethnic or racial subgroups:			
Students with disabilities			
ELL/Limited English proficiency			
Economically disadvantaged			

Complete the table utilizing state assessment data. Please report data by applicable school subgroups.

MATHEMATICS	% Proficient + Advanced	% Proficient + Advanced	% Proficient + Advanced
	SY 2021-22	SY 2022-23	SY 2023-24
List major ethnic or racial subgroups:			
Students with disabilities			
ELL/Limited English proficiency			
Economically disadvantaged			

PROFESSIONAL GROWTH Which of the following TASSP offerings have you participated in the last three years? Please indicate the years below:

Summer Workshop	
Fall Summit or Fundamental Five	
Making Middle School Matter	
Assistant Principal Workshop	
Service on TASSP Committee(s)	
Other TASSP event/offering	
NASSP Conference	
Other NASSP event/offering	

For each of the following, please list a maximum of five examples most pertinent and relevant to your professional growth.

INSTITUTION	DEGREE	DATE EARNED
MEMBERSHIPS AND OFFICES HELD IN PROFESSIONAL ORGANIZATIONS (Specify)	START DATE	END DATE
MEMBERSHIPS OFFICES, AND ACTIVITIES IN YOUR COMMUNITY	START DATE	END DATE
AWARDS AND HONORS	DATE EARNED	
PUBLICATIONS AND PRESENTATIONS	DATE OCCURRED	
OTHER SERVICES TO THE PROFESSION	START DATE	END DATE

PROFESSIONAL PRACTICE – Question 1.

As an assistant principal, your school's success begins and ends with your commitment to your leadership team. No matter what kind of school you serve, as a school leader, we all start with a common purpose – preparing each child for success in a global community.

For each response, you are limited to 400 words. Please include specific strategies, data, and examples as appropriate.

1. How have you shaped your School's culture to foster well-being and safety so each student and adult learns and interacts productively?

PROFESSIONAL PRACTICE – Question 2.

2. How have you promoted equity so that everyone is known and valued and receives an individualized, high-quality education to succeed?

PROFESSIONAL PRACTICE – Question 3.

3. How have you embedded the needs of each student as a guiding value to inform organizational decision-making?

LETTERS OF RECOMMENDATION

All applicants are required to submit three letters of recommendation and you may choose from three of the following:

Student	Name:
Parent / Community Member / Business Leader	Name:
Teacher	Name:
Administrator / Superintendent	Name:

Each letter must be limited to one 8 ½” x 11” sheet of paper (printed on one side only), with at least 1” margins and a font size no smaller than 11 points. Letters that exceed one page will not be considered. TASSP will not release letters of recommendation without express authorization from authors of letters.

CANDIDATES ACKNOWLEDGEMENT OF TERMS

I have read and understand the rules outlined in this application and certify that the essay responses submitted are my own work. I agree to abide by these rules and I grant TASSP the authority, after adequate notification, to publish in part or whole any information contained in this application and to use my name and likeness for publicity and other promotional purposes related to the program.

Assistant Principal’s Signature (please type):	Date:
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CERTIFICATION FORM

(Please print for Principal’s signature)

The purpose of this form is to advise the Principal of the applicant that: _____ (candidate’s name) has been nominated and is applying for the TASSP Region Assistant Principal of the Year award. It also indicates that the principal understands the following obligations, opportunities, and responsibilities inherent in acceptance of the award.

- Finalists for the Texas Assistant Principal of the Year will travel to Austin, TX, for interviews in December. Expenses to attend the interview session are the responsibility of the assistant principal.
- The assistant principals of the year will attend and participate in the TASSP Summer Workshop and Award’s Dinner in June 2024.
- Texas assistant principals of the year may receive limited requests to represent TASSP at events and/or serve on committees.
- Continued membership in TASSP is required, at least through June 2024.

My signature certifies that I endorse: _____ (candidate’s name) and acknowledge the nomination of competing for the Region Assistant Principal of the Year award.

Principal’s Signature (please type):	Date:
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