

# NAESP NATIONAL OUTSTANDING ASSISTANT PRINCIPAL<sup>®</sup> PROGRAM

A Program to Honor Assistant Principals in  
Elementary and Middle-Level School Leadership

**2024-25 Application**

Due: January 15, 2025 to VAESP Executive Director at [karnold@vaesp.org](mailto:karnold@vaesp.org)



*Program Sponsor*

## ~ PROGRAM BACKGROUND ~

The National Association of Elementary School Principals is committed to preparing assistant principals to step into the principal role. Recognition for the exceptional leadership of those who are responsible for the day-to-day operations of pre-K–8 schools instills pride in their accomplishments and reinforces their leadership in helping children develop a lifelong love of learning.

## ~ CRITERIA ~

- Applicant must be a member of the National Association of Elementary School Principals at the time of application deadline, on **January 15, 2025**, and must maintain membership through July 31, 2025.
- Applicant must be an active assistant principal at the time of application deadline.
- Applicant must be an active assistant principal for at least two years.
- Applicant must contribute to the well-being of the educational community.
- Applicant must contribute to a positive and motivating environment for others.
- Applicant must have a strong record of service (in both school and community) and be recognized as a leader.
- Applicant must exhibit exceptional leadership in a particular school program and/or is heavily involved in finding a solution to a problem faced by the school.

## ~ PROCESS ~

Public school elementary and middle-level assistant principals apply for the award via their state association. Honorees will be awarded complimentary registration to the 2025 UNITED Conference and will be recognized during the event.

The 2024-2025 program will begin September 2024 and all state-selected honorees must be submitted to NAESP by **January 15, 2025**. To be eligible for this program, applicants must meet program criteria, complete the NAESP NOAP application, and return it to their state affiliate in a timeline established by the state affiliate. **All selected awardees must submit a labeled professional, digital, photograph (a “headshot” with a plain, color background) at 300 dpi to state affiliates once he/she is named.** A roster of 2024-25 award winners will be featured on the NAESP web site.

**NAESP NATIONAL OUTSTANDING  
ASSISTANT PRINCIPAL® PROGRAM**

**APPLICATION FORM**

Please type, word process, or print clearly

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**Name**   Prefix                      First                      Middle Initial                      Last                      Suffix

~ **CONTACT INFORMATION • SCHOOL** ~

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**School Name**

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**School Address**   Street                      City                      State                      Zip                      Country

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**School Phone** (Include Area Code)                      **School E-Mail**

~ **CONTACT INFORMATION • HOME** ~

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**Home Address**   Street                      City                      State                      Zip                      Country

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**Cell Phone** (Include Area Code)                      **Home E-Mail**

~ **PROFESSIONAL INFORMATION** ~

**Professional Experience** (List by most recent, excluding current position/school)

Position	Name and Location of School	Dates
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Total Number of Years as an Assistant Principal** \_\_\_\_\_      **Total Number of Years in Current Position/School** \_\_\_\_\_

**Professional Preparation** (List by most recent)

Degree	Name and Location of Institution	Dates
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____



**~ SERVICE TO THE COMMUNITY ~**

<b>Name of Community Association/Organization</b>	<b>Offices Held / Awards Received</b>	<b>Dates</b>
_____	_____	_____
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**~ TWO MOST SIGNIFICANT ACCOMPLISHMENTS AS AN ASSISTANT PRINCIPAL ~**

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~ BEST PRACTICES ~

Describe two best practices that have worked well in your school. (*up to 500 words each*)

Label each of your practices with the abbreviation of the category or categories in which it falls:

Abbr.	Category
AP	Assessment Tools for Assistant Principals (Including Self-Assessment)
EC	Early Childhood Education
IL	Assistant Principal's Role as Instructional Leader
PC	Parent and Community Relations
SA	Student Assessments
SI	School Improvement Strategies
SL	Student Leadership
ST	Standardized Tests
TA	Teacher Assessment and Evaluation
TD	Teacher and Staff Development
TL	Turnaround Leadership
WC	Whole Child Initiatives
21st	21st Century Learning (problem solving, teaching creativity and collaboration across borders)

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TO BE COMPLETED BY APPLICANT'S REFERENCE

**\*Two letters of reference are required. One must be from the Assistant Principal's Principal or Superintendent.**

## APPLICANT'S REFERENCE FORM

### ~ LETTERS OF REFERENCE ~

Name of Applicant: \_\_\_\_\_

Each applicant is asked to secure two letters of reference, one from the applicant's supervisor and one selected from the following persons: **superintendent, a fellow administrator, a teacher currently serving on the applicant's staff, or a parent/civic/community leader.** Each letter of reference should include a copy of this form.

#### To the Applicant's Reference:

The National Outstanding Assistant Principal (NOAP) selection committee appreciates your help in assessing this applicant's skills and knowledge in the area of school leadership. Please base your comments on the applicant's professional performance. Limit your comments to one 8 1/2 x 11" page, using at least 10 pt. type. Please seal your completed reference letter in an envelope, place your signature over the seal, and return it to the applicant. If you prefer, your letter of reference may be mailed directly to the applicant's state affiliate or the organization that he/she represents.

**This letter of reference is from** (please check one):

- The applicant's supervisor
- A fellow administrator
- A teacher
- A parent/civic/community member

**Please print or type.**

\_\_\_\_\_  
Printed Name of Reference Title

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip Country if not USA

\_\_\_\_\_  
Phone (including area code) E-Mail Address

\_\_\_\_\_  
Signature of Reference Date

*The National Outstanding Assistant Principal program does not discriminate on the basis of race, color, creed, ethnicity, age, religion, county of origin, or sexual orientation.*

## APPLICANT'S AFFIRMATION STATEMENT

I do hereby affirm that I plan on remaining in a position of school leadership during the 2024-25 school year and I am a member of NAESP.

I do further affirm that the information included in this application packet is a fair and true representation of the facts of my professional career.

I do hereby grant my permission for any or all of the enclosed materials (but excluding my home address, home and/or cell phone number, and home e-mail address) to be shared with persons and organizations interested in promoting the National Outstanding Assistant Principal Award Program and its honorees.

PRINTED NAME OF APPLICANT: \_\_\_\_\_

APPLICANT SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

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## ABOUT THE SPONSOR



Founded in 1971, Landscape Structures Inc. is a Delano, Minnesota-based manufacturer of commercial playground equipment. The employee-owned company creates innovative playground equipment for schools, parks, childcare centers, religious institutions and more to help develop healthier kids, families and communities. Their mission is to enhance children's lives by fostering and creating inspiring play experiences while honoring the environment.

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