



South Carolina Principal & Assistant Principal Award Application Procedures

ELIGIBILITY REQUIREMENTS

- **Secondary Principal of the Year** - Applicants must have served as a principal at the same high school for three consecutive years or longer and be a member of SCASA. Each candidate must be a principal and member of NASSP and SCASA at the time of selection as state principal of the year. *
- **Middle Level Principal of the Year** - Applicants must have served as a principal at the same middle school for three consecutive years or longer and be a member of SCASA. Each candidate must be a principal and member of NASSP at the time of selection as state principal of the year. *
- **Elementary Principal of the Year** – Applicants must have served as an elementary principal at the same elementary school for three consecutive years and as an elementary principal for at least five consecutive years. Each applicant must be a member of SCASA.
 - As of 2021, our State Elementary Principal of the Year must be an NAESP member for at least three consecutive years at the time of their nomination in order to represent South Carolina as a part of NAESP’s National Distinguished Principals Program. This is not a requirement to win the South Carolina Elementary Principal of the Year award.
- **Secondary Assistant Principal of the Year** - Applicants must have served as a secondary assistant principal for three consecutive years or longer and be a member of SCASA. Each candidate must be an assistant principal and member of NASSP and SCASA at the time of selection as state assistant principal of the year. *
- **Middle Level Assistant Principal of the Year** - Applicants must have served as a middle level assistant principal for three consecutive years or longer and be a member of SCASA. Each candidate must be an assistant principal and member of NASSP and SCASA at the time of selection as state assistant principal of the year. *
- **Elementary Assistant Principal of the Year**- Applicants must have served as an elementary assistant principal for three consecutive years or longer and be a member of SCASA.

**All nominees must be a SCASA member at the time of nomination. The state winner will be required to be or become a member of NASSP or NAESP, if they are selected by the interview panel to represent South Carolina at the national level.*

TIMELINE

- **September 20 – September 27, 2021** *Nomination Period*
 - If you wish to nominate someone, please review the eligibility requirements on page one. If those are met, you will need to submit the following nomination form by **11:55 p.m. on September 27, 2021**.
 - **Nomination Form Link – will be posted on September 20th**.

 - **September 28-29, 2021** *Eligible nominees will receive application link*
 - Eligible nominees will be emailed the appropriate application link by **5:00 p.m. on September 29, 2021**. Applicants will need to submit the application by **Wednesday, October 27, 2021**.

 - **October 27, 2021 at 11:59 p.m.** *Applications Due*
 - Each applicant must complete the application and send an electronic copy to April Griffin at april@scasa.org by **Wednesday, October 27, 2021 at 11:59 p.m.**
 - The letter of recommendations **must be** scanned and emailed with the application in a single PDF file; despite what the application says.

 - **October 29, 2021 – November 10, 2021** *Reading of Applications*
 - A peer review team will score and review all applications received.

 - **November 12, 2021** *Finalists will be announced*
 - The top two – three finalists for each category will be determined by the highest scores based on the peer review. The finalists will be notified and scheduled for their interview by email or phone.

 - **November 16, 2021** *Interviews Scheduled*
 - The finalists' interviews will be held on Wednesday, November 16, 2021, at the SCASA Office, 1 Fernandina Court, Columbia, SC 29212.

 - **November 17 - December 17, 2021** *Winners announced*
 - Winners will be announced prior to December 17, 2021.
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