



South Carolina Principal & Assistant Principal Award Application Procedures

ELGIBILITY REQUIREMENTS

- **Secondary Principal of the Year** - Applicants must have served as a principal at one or more middle level or high schools for three complete years or longer. Each candidate must be a principal or headmaster 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 one or more middle level or high schools for three complete years or longer. Each candidate must be a principal or headmaster and member of NASSP and SCASA at the time of selection as state principal of the year. *
- **Elementary Principal of the Year** – Applicants must have served as an elementary principal for five years or longer and a member of SCASA at the time of selection as State Elementary Principal of the Year.*
- **Secondary Assistant Principal of the Year** - Applicants must have served as an assistant principal at one or more middle level or high schools for a minimum of two full years. Applicants must be members 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 an assistant principal at one or more middle level or high schools for a minimum of two full years. Applicants must be members of NASSP and SCASA at the time of selection as State Assistant Principal of the Year.*
- **Elementary Assistant Principal of the Year**- Applicants must of been an elementary assistant principal for two years are longer and a member of SCASA at the time of selection as State Elementary Assistant Principal of the Year.*

**Please confirm that the nominee is a member of the SCASA at the time of the nomination. They will only need to be a member of NASSP or NAESP if they are selected as the state winner.*

TIMELINE

- **September 26 – October 3, 2016** *Nomination Period*
 - If you wish to nominate someone, please review the eligibility requirements on page one. If those are met, please send the name, email address, district, school, and category (i.e. secondary, middle, elementary principal or assistant) to April Griffin at april@scasa.org. Nominations must be received **by 11:59pm on October 3rd**.

 - **October 4-7, 2016** *Eligible nominees will receive application link*
 - Eligible nominees will be emailed the appropriate application link by **5:00 p.m. on Monday, October 7, 2016**. Applicants will need to submit the application by **Monday, October 24, 2016**.

 - **October 24, 2016 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 Monday, October 24, 2016 at 11:59 p.m.**
 - The letter of recommendations must be scanned and emailed with the application.

 - **October 27, 2016 – November 6, 2016** *Reading of Applications*
 - A peer review team will score and review all applications received.

 - **November 8, 2016** *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 15, 2016** *Interviews Scheduled*
 - The finalists' interviews will be held on Tuesday, November 15, 2016 at the SCASA Office.

 - **November 16 - December 21, 2016** *Winners announced*
 - Winners will be announced prior to December 21, 2016.
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