

THE SELECTION PROCESS

- A. The documents submitted for each nominee will be evaluated quantitatively and qualitatively.
- B. Candidates will be asked to submit a written proposal outlining:
 - The candidate's concept of the roles and responsibility of the Principal of the Year
 - How the 'Principal of the Year' will assist in the development of education in Jamaica**(No more than 500 words)**
- C. Nominees will be short-listed, after which, selected candidates from each region will be interviewed. One finalist will be selected from each Region.
- D. All finalists will be visited at their schools.
- E. All finalists will be interviewed by a panel. The Principal of the Year will then be selected.
- F. In addition to the top award of "Principal of the Year," sectional prizes will be awarded to the Most Outstanding Principals in each Region.

NOTE

As a condition of the award the Principal of the Year is required to participate in various professional development activities hosted by the Ministry of Education and the LASCO Group of Companies.

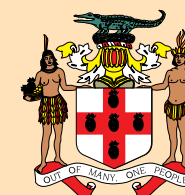
Ms. Nadine Molloy



**Principal of the Year
2009/2010**
(Buff Bay High School)

For further information please call:

- Mrs. Claudette Carter or Mrs. Coleen Clarke – Russell
**Professional Development Unit -
Tel: 948-2652/984-1852**
- The Community Relations Education Officer
at any of the Regional Office
 - Region 1: 922-1400-9
 - Region 2: 993-5603/ 993-5724-5
 - Region 3: 975-2716/ 917-8442
 - Region 4: 953-6929-30/ 684-9942-3/ 953-6928
 - Region 5: 962-1753/ 962-7098/ 625-2219
 - Region 6: 983-1654-5/ 983-1984/745-3695-7
- Ms. Lisa Chin or Mrs. Renee Dixon-Rose -
Lasco Distributors Limited -Tel: 749-5272



The Ministry of
Education

PRINCIPAL
of the
Year
Award
2010/2011



**Awarding excellence in
LEADERSHIP**

An effective school is dependent upon the quality of leadership provided. The Principal should possess special talents and abilities to articulate a clear shared-vision for the school community, unite staff and facilitate the realisation of the vision.

**The Principal of the Year will
exemplify these qualities.
Is this your Principal?**

NOMINATE Him / Her NOW!!!

*Every Child Can Learn
Every Child Must Learn*

BACKGROUND

The Principal of the Year Award complements the Teacher of the Year Award. This award is in its fourth year, and is another representation of the partnership between the Ministry of Education and the LASCO Group.

OBJECTIVE

The purpose of this award is to give recognition to principals who exemplify the highest standards of professionalism, through outstanding and creative leadership.

Nomination Process

1. Collect nomination and evaluation forms from your Regional Office or the Professional Development Unit at the Ministry of Education. Nomination and evaluation forms will also be available on the Ministry's and Lasco's website www.moe.gov.jm and www.lascojamaica.com respectively.
2. The following persons are permitted to nominate principals:
 - a. Any principal can nominate him/herself
 - b. Teaching Colleagues
 - c. Students
 - d. Parents
 - e. Members of the School Board
3. In order to qualify, the nomination forms must be completed and submitted with the following documents:
 - a. Evaluation forms completed by two teachers and School Board Chairman
 - b. Evaluation forms completed by three students

- c. Evaluation forms completed by three parents
- d. A copy of the principal's performance appraisal report.
- e. A short typed resume showing educational qualifications, teaching experiences, activities and achievements **MUST** be provided.

4. NOMINATION DAY JANUARY 27, 2010

NOTE:

- Nomination form and supporting documents are to be returned to the Regional Office by February 10, 2010
- Many individuals potentially deserve the Principal of the Year Award, therefore, past recipients will NOT be considered

PRINCIPAL OF THE YEAR AWARD SELECTION CRITERIA

Candidates will be judged on the following criteria:

- 1. Employment Status**
 - Be permanently employed
 - Be a principal for at least 3 years
- 2. Visionary Leadership**
 - Provide creative leadership that inspire all stakeholders to achieve and contribute to the school community.
- 3. Instructional Leadership**
 - Demonstrate a planned approach to teaching and learning.

4. Commitment to Education

- Be involved in programmes which meet the academic and social needs of students.
- Contribute meaningfully to the enhancement of the institution.

5. Professional Development

- Be active in a professional organization.
- Participate in professional development activities.

6. Community Involvement

- Illustrate community involvement e.g. Civic Groups, Church, Outreach and Non-Government Organizations (NGOs).

7. Communication Skills

- Demonstrate language flexibility, i.e. ability to effectively communicate ideas to various audiences.
- Organize and present oral and written information in a clear and effective manner.

8. Scholarly work

- Present published or unpublished works.