

NHAEOP

New Hampshire Association of Educational Office Professionals
www.nhaeop.org



New Hampshire Association of Educational Office Professionals *Administrator of the Year*

The New Hampshire Association of Educational Office Professionals is proud to present its annual Administrator of the Year Award program. NHAEOP is pleased to have this opportunity to continue the tradition of recognizing an excellent administrator who demonstrates exemplary membership and leadership through active participation in district activities, a commitment to learning and student achievement, uniting community resources, recognizing and encouraging staff excellence, and celebrating achievement.

A selection committee reviews the complete and timely submitted nomination packets to identify the Administrator of the Year. The selected nominee will be notified upon the completion of the review process and honored at the annual NHAEOP conference. More information will be given the recipient at a later date.

Applications must be postmarked on or before April 1st. Applications submitted after that date will not be considered.

Please forward application packets to: Gretchen Roussin, NHAEOP President, 73 Tall Pines Road, Farmington, NH 03835. If you have any questions, please contact Gretchen Roussin at roussin.g@sau54.org or 603-755-1402.

New Hampshire Association of Educational Office Professionals

Nomination Form For NHAEOP Administrator of the Year

Please read carefully and follow the guidelines

Nomination form must be postmarked by April 1st and mailed to:

**Gretchen Roussin,
73 Tall Pines Road
Farmington, NH 03835.**

1. Candidates must be nominated by a current NHAEOP member.
2. Candidates may be nominated individually or as a representative from an individual school district.
3. Two (2) copies of the application and a maximum of three (3) letters of recommendation must be submitted. Applications or accompanying materials will not be returned.
4. All candidates and the sponsoring individual association/school district will be notified immediately after the committee's decision.
5. The recipient will be honored at the annual NHAEOP Conference.

Eligibility

1. Candidate must be currently employed as an educational administrator in the state of New Hampshire.
2. Candidate must be a member of the state and/or national educational association representing his/her administrative position.

Criteria for Judging

- 25% - Recommendation from sponsoring person/group
- 25% - Support of and encourage growth for education office professionals
- 25% - Three letters of recommendation
- 10% - Personal contributions and achievements in education
- 10% - Membership/Leadership responsibility in professional associations
- 5% - Personal contributions and achievements in fields outside of education

Note: If you have any questions, please contact Gretchen Roussin at 603755-1402

NHAEOP Administrator of the Year – Nomination Form

(To be completed by sponsoring Association/School District)

Name of Candidate: _____

Address: _____
Street City State Zip

Telephone (home): _____ (work): _____

Employer: _____ Location: _____
(School, College, Other Educational Office) (School, Department, etc.)

Position: _____

Immediate Supervisor (if applicable): _____

1. Basis for Selection of Nominee:

2. Support of Educational Office Professionals:

Local:

State:

National:

Name of Sponsoring Association/Individual: _____

Address of President/Individual: _____

Telephone of President/Individual (home): _____ (work): _____

Signature of President/Individual: _____

(Attach additional pages if necessary)