

Administrator of the Year

These awards recognize outstanding performance and achievement by individual administrators, given at both region and state levels.

Eligibility. Awarded to an **ACSA member** who demonstrates exemplary performance in the award criteria in one of 21 categories. Current ACSA employees and ACSA state board members are not eligible to receive these awards.

WHAT YOU WILL NEED:

In addition to writing short paragraphs to address the award criteria and one letter of recommendation, you will need the following information:

- **Nominee's accurate contact information**, including name, title, school site (if applicable), district, address, work phone, home/cell phone and email.
- **Nominee's educational work experience:** positions held and dates.
- **Nominee's ACSA region (1-19).**
- **Year the nominee joined ACSA** (Member Services staff can assist with this).
- **Nominee's involvement with ACSA**, including leadership offices held, service on committees/councils, mentorship and coaching. (Checklist and short answer.)
- **Nominator information:** name(s), title, district, address, phone and email of the person/people/group submitting the nomination.
- **Optional information to include:**
Memberships and offices held in other professional organizations/dates.
Professional development activities/dates.
Publications/articles/presentations/dates.
Community leadership/dates.

CRITERIA EXPLANATION:

You will have 1,200 characters maximum (including spaces) for each response to explain how the nominee meets the following criteria. All answers are required and should be written in the third person.

[\[Download a template of these criteria.\]](#)

Provide specific examples of how the nominee demonstrates:

1. their commitment to an equitable education system and to meeting the diverse needs of all students and school communities.
2. exceptional leadership in implementing, managing and supporting school programs.
3. their commitment to educational quality and student achievement.
4. their commitment to professional growth, ethics and innovation.
5. their commitment to nurturing and sustaining a safe and inclusive learning environment.

Retired (T.) only: Provide specific examples of the nominee's service to ACSA in retirement in a volunteer/unpaid capacity.

SUPPORTING DOCUMENTS:

A minimum of one letter of recommendation is required, using the following guidelines. Upload PDF files only. The maximum file size is 500KB, and a maximum of 2 files can be uploaded with your entry, with no document or page limit. Recommended supporting documents:

- Letters of recommendation from direct supervisors and district/county superintendents.
- Letters/testimonials from colleagues, parents and community members.

The following are not recommended: résumés/CVs and copies of certificates, presentations or published materials.

AWARD CATEGORIES

- A. Superintendent
- B. Secondary Principal
- C. Middle Grades Principal
- D. Elementary Principal
- E. Central Office Administrator — County/District
- F. Secondary Co-Administrator
- G. Elementary Co-Administrator
- H. Classified Leader
- I. Confidential Employee
- J. Personnel/Human Resources Administrator
- K. Adult Education Administrator
- L. Career Technical Education Administrator
- M. Special Education Administrator
- N. Superintendent/Principal
- O. Business Services Administrator
- P. Student Services Administrator
- Q. Curriculum & Instruction Administrator
- R. Continuation/Educational Options Administrator
- S. Professor of Education
- T. Retired Administrator
- U. Technology Administrator

Go to <http://acsa.awardsplatform.com> to begin your online nomination.

All nominations are due by 11:59 p.m. on January 16, 2025.

Ferd. J. Kiesel Memorial Distinguished Service Award

The Ferd. Kiesel Memorial Distinguished Service Award is the highest honor ACSA can present to an individual. The award is made in the memory of Ferd. Kiesel, ACSA's founding president, recognized at the state level only.

Eligibility. This award is given to an administrator or any other individual who has made a significant impact on public education. ACSA membership is not required for this award. Current ACSA employees and ACSA board members are not eligible to receive this award.

Although it may not be as important as the contribution itself, the time a person has been involved with education shall be considered.

WHAT YOU WILL NEED:

In addition to writing short paragraphs to address the award criteria, you will need the following information:

- **Nominee's accurate contact information**, including name, address, work phone, home/cell phone and email.
- **Nominee's education**: schools attended, degrees attained and dates.
- **Nominee's work experience**: positions held and dates.
- **Nominee's ACSA region** (1-19).
- **Nominator information**: name(s), title, district, address, phone and email.
- Optional information to include:
 - Memberships and offices held in professional organizations/dates.
 - Professional development activities/dates.
 - Publications/articles/presentations/dates.
 - Community leadership/dates.

CRITERIA EXPLANATION:

You will have 2,000 characters maximum (including spaces) for each response to provide specific examples of how the nominee meets the following criteria. All answers are required and should be written in the third person.

- The person's contribution shall have had significant impact on public education over a wide geographical area, state or national.
- The person's contributions shall have had impact on significant segments of public education.

SUPPORTING DOCUMENTS:

A minimum of one letter of recommendation is required, using the following guidelines and recommendations. Upload PDF files only. The maximum file size is 500KB, and a maximum of 2 files can be uploaded with your entry, with no document or page limit.

Recommended supporting materials:

- Letters of recommendation from direct supervisors, partners, community leaders or constituents.
- Letters of recommendation from district/county superintendents.
- Letters/testimonials from colleagues, students, parents and community members.

The following are not recommended: résumés/CVs or copies of certificates, awards, presentations or published materials.

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Marcus Foster Memorial Award for Administrator Excellence

This award recognizes outstanding leadership and significant contributions to education by a school administrator. It was established to honor the memory of Marcus Foster, former superintendent of the Oakland Unified School District, and is recognized at the state level only.

Recipients of this award receive a \$5,000 grant for a designated high school senior or seniors.

Eligibility. This award is given to **an ACSA member** exemplifying the award criteria. Current ACSA employees and ACSA board members are not eligible to receive this award.

WHAT YOU WILL NEED:

In addition to writing short paragraphs to address the award criteria, you will need the following information:

- **Nominee's accurate contact information**, including name, address, work phone, home/cell phone and email.
- **Nominee's education**: schools attended, degrees attained and dates.
- **Nominee's administrative experience**: positions held and dates.
- **Nominee's ACSA region** (1-19).
- **Year the nominee joined ACSA** (Member Services staff can assist with this).
- **Nominator information**: name(s), title, district, address, phone and email.
- **Optional information to include**:
Memberships and offices held in professional organizations/dates.
Professional development activities/dates.
Publications/articles/presentations/dates.
Community leadership/dates.

CRITERIA EXPLANATION:

You will have 1,200 characters maximum (including spaces) for each response to provide specific examples of how the nominee meets the following standards. All answers are required and should be written in the third person.

- An administrator who is a skilled manager of change.
- An administrator whose management style involves many sectors of the community in addition to broad professional involvement.
- An administrator who is willing to take risks to improve educational opportunities.
- An administrator who is creative, who is willing to try new ideas and who reaches out to children.
- An administrator who speaks out in his/her community on issues that have an impact on children.
- An administrator who respects all people, especially children, as human beings, and who protects the rights of all persons to have full citizenship.

SUPPORTING DOCUMENTS:

A minimum of one letter of recommendation is required, using the following guidelines and recommendations. Upload PDF files only. The maximum file size is 500KB, and a maximum of 2 files can be uploaded with your entry, with no document or page limit.

Recommended supporting materials:

- Letters of recommendation from direct supervisors.
- Letters of recommendation from district/county superintendents.
- Letters/testimonials from colleagues, parents and community members.

The following are not recommended: Résumés/CVs or copies of certificates, awards, presentations or published materials.

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Robert E. Kelly Award

This award is made in memory of Robert E. Kelly, former superintendent of Los Angeles Unified School District. Robert Kelly was instrumental in establishing the Los Angeles City Schools Bank of America Achievement Awards program in 1948. The recipient of this award should be an individual who, upon retirement, contributes significantly to public education or educational leadership by volunteer work in his or her community. Awarded at both region and state levels.

Eligibility. This award is given to **an ACSA retired member** exemplifying the award criteria. The person must have been retired for a minimum of three years. Current ACSA employees and ACSA board members are not eligible to receive this award.

WHAT YOU WILL NEED:

In addition to writing short paragraphs to address the award criteria, you will need the following information:

- **Nominee's accurate contact information**, including name, address, home/cell phone and email.
- **Nominee's education**: schools attended, degrees attained and dates.
- **Nominee's administrative experience**: positions held and dates.
- **Nominee's ACSA region** (1-19).
- **Year the nominee retired**.
- **Nominator information**: name(s), title, district, address, phone and email.
- Optional information to include:
Volunteer organizations, positions held, areas served, populations served and dates.

CRITERIA EXPLANATION:

You will have 2,000 characters maximum (including spaces) for each response to provide specific examples of how the nominee meets the following standards. All answers are required and should be written in the third person.

- The person must have made significant contributions to the community on a volunteer basis.
- The person must have directly or indirectly helped advance the high quality of public education or educational leadership in California.

SUPPORTING DOCUMENTS:

A minimum of one letter of recommendation is required, using the following guidelines and recommendations. Upload PDF files only. The maximum file size is 500KB, and a maximum of 2 files can be uploaded with your entry, with no document or page limit.

Recommended supporting materials:

- Letters of recommendation from former supervisors or staff.
- Letters of recommendation from district/county superintendents.
- Letters/testimonials from colleagues, parents and community members.

The following are not recommended:

- Résumés or CVs.
- Copies of certificates, awards, presentations or published materials.

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Valuing Diversity Award

This award is given to an administrator who epitomizes ACSA's Mission Statement by his/her efforts in promoting diversity and support for all of the children, parents and staff at their school or district. Awarded at both region and state levels.

Eligibility. Awarded to **an ACSA member** exemplifying the award criteria. Current ACSA employees and ACSA board members are not eligible to receive this award.

WHAT YOU WILL NEED:

In addition to writing short paragraphs to address the award criteria, you will need the following information:

- **Nominee's accurate contact information**, including name, address, work phone, home/cell phone and email.
- **Nominee's educational work experience:** positions held and dates.
- **Nominee's ACSA region** (1-19).
- **Year the nominee joined ACSA** (Member Services staff can assist with this).
- **Nominator information:** name(s), title, district, address, phone and email.
- **Optional information to include:**
Memberships and offices held in professional organizations/dates.
Professional development activities/dates.
Publications/articles/presentations/dates.
Community leadership/dates.

CRITERIA EXPLANATION:

You will have 1,200 characters maximum (including spaces) for each response to explain how the nominee meets the following criteria. All answers are required and should be written in the third person and checked for accuracy.

Provide specific examples of how the nominee:

- Fosters positive district office and school climates that promote the awareness and celebration of diversity.
- Empowers and supports staff to take risks in developing programs for all students.
- Develops strong community partnerships to ensure success for all students.
- Models and values the maintenance of high academic standards for all students.
- Involves educators and the community in the development of effective and comprehensive outreach and community programs that address issues of diversity.
- Shares pertinent information regarding diversity with parent and professional organizations.

SUPPORTING DOCUMENTS:

A minimum of one letter of recommendation is required, using the following guidelines and recommendations. Upload PDF files only. The maximum file size is 500KB, and a maximum of 2 files can be uploaded with your entry, with no document or page limit.

Recommended supporting materials:

- Letters of recommendation from direct supervisors.
- Letters of recommendation from district/county superintendents.
- Letters/testimonials from colleagues, parents and community members.

The following are not recommended: résumés/CVs, certificates, awards, presentations or published materials.

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Partners in Educational Excellence Award

The Partners in Educational Excellence Award is given annually to exemplary school-community partnership programs that promote effective educational performance, enhanced student achievement and strong community involvement in educational quality. This award is given at both region and state levels.

Eligibility. This award is granted to outstanding community partnership programs and recognize the individual leadership and contributions of school administrators, educators and community or business leaders involved in the program. Current ACSA employees and ACSA board members are not eligible to receive this award.

WHAT YOU WILL NEED:

In addition to writing short paragraphs to address the award criteria, you will need the following information:

- **Organization/program's accurate contact information**, including lead contact name, address, phone number and email.
- **Community leaders involved:** names, titles and organizations.
- **Educational leaders involved:** names, titles and work sites.
- **Nominator information:** name(s), title, district, address, phone and email.

CRITERIA EXPLANATION

You will have 1,200 characters maximum (including spaces) for each response to provide specific examples of how the nominee meets the following criteria:

- Sustained, positive impact on student achievement and learning.
- Effective collaboration between education and community leaders in the creation and implementation of the program.
- Exemplary management and educational practices that can be replicated by other schools, districts and communities.
- Innovative approaches to dealing with the complex challenges facing public education.
- Broad support and active involvement by the community.

SUPPORTING DOCUMENTS

A minimum of one letter of recommendation is required, using the following guidelines and recommendations.

Upload PDF files only. The maximum file size is 500KB, and a maximum of 2 files can be uploaded with your entry, with no document or page limit.

Recommended supporting materials:

- Letters of recommendation from educators served by the program.
- Letters of recommendation from district/county superintendents.
- Letters/testimonials from students, parents and community members.
- Newspaper or other published articles about the program's efforts and success.

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