



Texas Educational Support Staff Association, Inc.

Administrator of the Year

Guidelines for Nomination

1. Each TESA affiliate may nominate one candidate. Nominations will only be accepted from current year affiliates (August 1 - July 31). Only those nominations submitted on the official TESA nomination form will be considered.
2. Five (5) copies of the nomination form and letter must be submitted.
3. Nominations must be postmarked by March 15. Entries postmarked after that date will not be considered for judging.
4. Mail nomination forms and letter to: TESA Awards Committee, PO Box 1565, Austin, TX 78767.
5. The candidates and the sponsoring association will be notified following the judges' decision.

Eligibility

1. The candidate must currently be employed as an educational administrator in the state of Texas.
2. The candidate must have been employed as an educational administrator for a minimum of five (5) years.
3. The candidate must be a member of the state professional association which represents her/his administrative position.

Criteria for Judging

1. 50% - Interest shown in educational office personnel (with special emphasis on TESA activities).
2. 15% - Experience in educational field.
3. 15% - Achievements in the educational field.
4. 10% - Educational (academic) background.
5. 10% - One letter of recommendation from sponsoring association to include at least the following:
 - § Ways in which the administrator has been supportive of the sponsoring association.
 - § Administrator's attitude and philosophy toward her/his staff and the general public.

IN ALL CASES, JUDGES' DECISION WILL BE FINAL



Texas Educational Support Staff Association, Inc.

**Nomination form for
Administrator of the Year**

Name of Candidate: _____
First Last M.I.

Address: _____
Street City/State Zip

Telephone: _____
Home Office

Present Position: _____ Number of Years: _____

Educational Institution: _____

Sponsoring TESA Affiliate: _____

Name of Affiliate President: _____

Address of Affiliate President: _____

Affiliate President Telephone: _____
Home Work

Educational and Professional Training

Name/Location of College/University Dates Degree/Certification

Additional information may be submitted on separate sheet

Employment

Name/Location of Educational Institution Dates Position

Additional information may be submitted on separate sheet

Membership/leadership in educational and/or other professional organizations

Name of Organization Office/Committee Year

Additional information may be submitted on separate sheet

Local/State awards received

Additional information may be submitted on separate sheet

A letter of recommendation from the sponsoring association must be attached.

Signature of Nominee

Signature of Sponsoring Affiliate President