

O.E.C.T.A.

HALTON ELEMENTARY UNIT

ADMINISTRATOR OF THE YEAR

RATIONALE:

Too seldom do we recognize and acknowledge the strengths and talents of those who provide leadership in our schools.

“Leaders” in our Catholic Elementary schools set the tone and steer the course for the students and teachers they guide and direct.

“Leaders” inspire their fellow Administrators and the staffs within their schools to strive for the goals and values of Christian leadership.

It is therefore our desire and intent to recognize annually an Administrator who has acted in accordance with the above vision.

PURPOSE:

This award recognizes outstanding service to the teaching profession, as an Administrator (Principal) of a Catholic Elementary School.

GUIDELINES:

1. Any current Administrator of an Elementary school within the Halton Catholic District School Board.
2. The person nominated should fulfill as many of the criteria listed below as possible.

DEADLINE: FIRST FRIDAY IN MAY - ANNUALLY

SELECTION BY: PRESIDENTIAL COUNCIL



CRITERIA:

Expand specifically, in writing, how your Administrator demonstrates the following criteria:

- Exemplifies Catholic values in our school....
- Fosters the worth of individuals in our school....

- Promotes the partnership of students, home, school, Church and community....
- Develops in students a sense of their unique value, self esteem and importance to society....
- Enables everyone within our school community to reach their fullest potential....
- Demonstrates, manages and directs change in a positive manner....
- Communicates effectively in the following ways....

PLEASE ATTACH YOUR WRITTEN RESPONSE TO THIS SECTION TO THE SIGNED NOMINATION FORM.

NOMINATORS:

Any member(s) of the Ontario English Catholic Teachers’ Association, Halton Elementary Unit currently on staff with the Administrator who is being nominated. Submissions, even though compiled by an individual or group of individuals, the actual nomination is by the current school teaching staff of the Administrator nominated.

PROCESS OF SELECTION GUIDELINES:

1. The Selection Committee will consist of the retired members of the Presidential Council. (Past Presidents of O.E.C.T.A., Halton Elementary Unit).
2. The Committee will request submission of nominations by the first Friday in May each year. Names of nominees will be kept in strictest confidence.
3. It is intended that this award be presented annually at the President’s Dinner, if there are candidates who fulfill the nomination criteria as submitted by the nominating Halton O.E.C.T.A. Elementary members.
4. Each nomination must include the following information:
 - Name and school of the Administrator
 - Name and school of nominator(s)
 - Current Staff Nomination Form - signed by the O.E.C.T.A. members of the current staff who freely choose to support the nomination
 - Written submission inclusive of criteria and additional contribution(s)
 - Letters of support, if sent, will be considered.
5. Selection will be based upon the written submissions only in compliance with the criteria and guidelines as stated above.
6. Biographical Updates
The Selection Committee will submit to the Unit President, an up-to-date file on the recipient of the award, as well as one for all other persons nominated each year. The President will place these in the Unit’s historical files for future reference and consideration.

STAFF NOMINATION FORM

NAME OF PRINCIPAL NOMINATED:

CURRENT SCHOOL OF ADMINISTRATION:

O.E.C.T.A. MEMBERS OF CURRENT STAFF SUPPORTING THIS NOMINATION

