

EDMONTON PUBLIC SCHOOLS

December 14, 2010

TO: Board of Trustees

FROM: E. Schmidt, Superintendent of Schools

SUBJECT: Excellence in Leadership Award Program

ORIGINATOR: T. Parker, Assistant Superintendent

RESOURCE
STAFF: Kathy McCabe, Mark Ramsankar, Cory Sinclair

INFORMATION

The District's Priority number three is *to provide a collaborative, healthy and innovative workplace that **recognizes individual contributions** and supports opportunities for growth and professional development.* The result of the collaborative effort from Communications and Student Assessment to draft a framework for a new district leadership recognition program is presented in this report. The Excellence in Leadership Award Program Description and Nomination Form are included in Appendix I.

Background

During the 2009-2010 school year, the Board of Trustees approved the development of a District recognition program with a focus on leadership. The award was to be considered and developed for presentation in the spring of 2011. District staff in Communications and Student Assessment have developed the criteria and process for the *Excellence in Leadership Award*. The purpose of this award is to recognize excellence in leadership of district staff both centrally and in schools.

The Leadership Qualities of the Nominees

Nominees for this award would demonstrate the following qualification criteria:

- serve to support and inspire colleagues and the staff members they lead
- demonstrate the highest levels of integrity, respect and fairness in dealings with students, parents, community members and staff
- lead them above and beyond the expectations of their position to meet the needs of the students, staff and communities they serve

Based on more general leadership criteria rather than specific job-related criteria, nominators would describe how the nominee meets the criteria for this award.

The award will be presented annually at the special recognition event that recognizes the provincial semi-finalists for the Excellence in Teaching Award. All staff selected to receive an Excellence in Leadership Award will receive a letter informing them of the award and an invitation to the special recognition event where they will be honoured with a certificate presented by the Board Chair and the Superintendent of Schools.

TP:fm

APPENDIX I Excellence in Leadership Award Program Description and Nomination Form

EDMONTON PUBLIC SCHOOLS Excellence in Leadership Award

Purpose and Nature of Award

To recognize excellence in leadership of district staff by annually providing a certificate from the Board to be presented at a special recognition event, to leadership staff who have demonstrated excellence in their performance. The presentation will take place during the special recognition event recognizing the district semi-finalists for the provincial Excellence in Teaching Awards.

Qualification Criteria

A certificate will be presented to district leadership staff who best exemplify the following criteria:

- serve to support and inspire colleagues and the staff members they lead
- demonstrate the highest levels of integrity, respect and fairness in dealings with students, parents, community members and staff
- lead them above and beyond the expectations of his/her (nominees) position to meet the needs of the students, staff and communities they serve

Nomination Process

- Staff members (including school principals and central decision unit [DU] administrators) recommend an individual who exemplifies the characteristics of an “Excellent Leader” to Student Assessment
- Three letters of support for the nomination are written outlining the nominee’s candidacy (one from the nominator and two other supporting letters)
- The Excellence in Leadership nomination form is completed
- The letters and nomination form are forwarded to Student Assessment for review
- All nominations are acknowledged within two weeks of the submission deadline
- Submission deadlines are published on the Bulletin Board

Letters of Support

All nominations need to include at least **three** letters of support. Letters of support do not need to be written by the principal or DU administrator. They should be from colleagues, supervisors, community members etc. The letters of support should clearly include examples of the following:

- How the candidate’s actions serve to support and inspire his/her colleagues and the staff members they lead
- How the candidate’s actions demonstrate the highest levels of integrity, respect and fairness in dealings with students, parents, community members and staff
- How the candidate’s actions lead him/her (nominees) above and beyond the expectations of his/her position to meet the needs of the students, staff and communities they served

Selection Process

- Student Assessment will convene a four member selection committee in the spring of each school year consisting of the following: one member of student assessment, one principal, one teacher and one parent
- Nomination packages will be considered by the committee
- Candidate(s) will be chosen based on the merits of the nomination against the Qualification Criteria (The Letters of Support will be the primary vehicle to identify staff members for recognition)
- Nominees who meet the criteria will be honoured with an Excellence in Leadership Award
- Successful candidates will be notified within one week of selection, will receive a letter of recognition and will receive an invitation to the special recognition and presentation ceremony
- Decisions of the selection committee will be considered final

Recognition and Celebration

- Nominations will be reviewed once during the school year and on this occasion staff members will be identified as “Excellence in Leadership” candidates
- The “Excellence in Leadership” candidates will be introduced at the special recognition event which includes the recognition of district semi-finalists for the provincial Excellence in Teaching Awards
- Presentations of an “Excellence in Leadership” certificate will be made by the Board Chair and the Superintendent of Schools to each recipient
- Following the special recognition event, an article will be published in the Staffroom describing the contributions of these individuals
- The writer of the Staffroom article will use material from the Letters of Support to create this article

Eligibility

All district leadership staff will be eligible for the award. For the purpose of this award, “leadership staff” is defined as individuals holding the following positions:

School Staff

- principals
- assistant principals
- department heads
- curriculum co-ordinators

Central Staff

- assistant superintendents
- executive directors
- principals
- managing directors
- directors
- supervisors
- managers
- consultants
- program co-ordinators

Non-Teaching Staff

- head custodians

**EDMONTON PUBLIC SCHOOLS
Excellence in Leadership Award**

Please include the following information in submitting your nomination:

Name of Nominee: _____

Position: _____

School/Department: _____

Describe the outstanding performance of the District leader you are nominating with regard to the nominee's leadership qualities in:

- serving to support and inspire the colleagues and the staff members lead by the nominee
- demonstrating the highest levels of integrity, respect and fairness when dealing with students, parents community members and staff
- leading above and beyond the expectations of his/her position to meet the needs of the students, staff and communities served

Nominee's Signature

Date of Application

FORWARD NO LATER THAN MARCH 4, 2011 THE

- **nomination form**
- **three letters of support**

**TO: STUDENT ASSESSMENT
CENTRE FOR EDUCATION
ONE KINGSWAY
ATTENTION: ANTHONY WALSH**