



DoDEA ADMINISTRATIVE INSTRUCTION 1387.02

DoDEA PRINCIPAL OF THE YEAR PROGRAM

Originating Division: Education - Teaching and Learning

Effective: June 30, 2020

Releasability: Cleared for public release. Available at the DoDEA Policy Webpage.

Approved by: Thomas M. Brady, Director

Purpose: This Issuance establishes policy, assigns responsibilities, and implements procedures to provide uniform requirements for the DoDEA Principal of the Year (POY) Program. DoDEA sets forth policies to recognize outstanding DoDEA School Principals who have succeeded in leading high-quality learning opportunities for students as well as demonstrating exemplary contributions to the profession.

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SECTION 1: GENERAL ISSUANCE INFORMATION

1.1. APPLICABILITY. This Issuance applies to the DoDEA Headquarters Organization, the DoDEA Americas Region, the DoDEA Europe Region, the DoDEA Pacific Region, and to include all schools under the DoDEA authority and when applicable, volunteers, students, support personnel, student teachers, contractors, and legal guardians/parents/sponsors.

1.2. POLICY. It is DoDEA policy to:

a. Provide leadership development opportunities within and outside DoDEA in order to build capacity for continuous improvement for the DoDEA and Regional Principals of the Year. The DoDEA Principal of the Year is selected annually from the three Regional Principal of the Year selectees. The three (3) regions include the Americas, Europe, and Pacific.

b. Recognize and award outstanding DoDEA School Principals who have succeeded in leading high-quality learning opportunities for students as well as demonstrating exemplary contributions to the education profession, specifically setting high standards for instruction, student achievement, character, culture, and climate for their learning communities.

c. Provide a platform to utilize distinguished DoDEA School Principals as models, coaches, and representatives for leadership excellence.

1.3. INFORMATION COLLECTION. This Issuance may result in the collection of information due to its policy and procedures. Any collection of information must follow all applicable Federal, DoD, and DoDEA regulations, policies, and guidance.

SECTION 2: RESPONSIBILITIES

2.1. DODEA DIRECTOR. The DoDEA Director has overall responsibility for the DoDEA POY Program, to include:

- a. Ensuring resources are available to carry out the DoDEA POY Program in accordance with this Issuance, subject to availability of funds.
- b. Making the final selection of the DoDEA POY.
- c. Informing the DoDEA POY of the award and honor.

2.2. DODEA CHIEF ACADEMIC OFFICER. The DoDEA Chief Academic Officer:

- a. Submits the final selected DoDEA POY nominee to the DoDEA Director.
- b. Approves the DoDEA Headquarters POY Selection Panel members.
- c. Allocates resources required for the DoDEA POY Program in accordance with this Issuance.

2.3. DODEA DIRECTORS FOR STUDENT EXCELLENCE. The DoDEA Directors for Student Excellence (DSE):

- a. Promotes the annual nomination process for the DoDEA POY Program.
- b. Approves the formation of the Regional POY Selection Panel.
- c. Determines the Regional POY from recommendations by the Regional POY Selection Panel.
- d. Announces the Regional POY in coordination with the DoDEA Center for Instructional Leadership (CIL) Chief, DoDEA District and Community Superintendents, DoDEA Teaching and Learning (T&L) Division Chief, and DoDEA Communications Division Chief.
- e. Ensures the DoDEA CIL Chief and DoDEA District and Community Superintendents complete all requirements as outlined in this Issuance.

2.4. DODEA TEACHING AND LEARNING DIVISION CHIEF. The DoDEA T&L Chief:

- a. Provides communication and promotional materials to the field regarding the DoDEA POY Program in coordination with DoDEA Communications Division Chief.
- b. Coordinates DoDEA Headquarters POY Selection Panel for the DoDEA POY Program.

- c. Submits the recommended finalist for DoDEA POY to the DoDEA Chief Academic Officer for final approval.
- d. Approves or denies DoDEA POY requests to participate in speaking engagements outside of DoDEA following a DoDEA Office of the General Counsel (OGC) review, when requested.
- e. Analyzes the DoDEA POY Program annually to determine the effectiveness of efforts in the areas of program awareness, participation, sustainability, and professional growth opportunities. Creates and distributes a status report to program stakeholders.
- f. Develops and requests an annual budget to support the DoDEA POY Program, subject to the availability of funds.

2.5. DODEA COMMUNICATIONS DIVISION CHIEF. The DoDEA Communications Division Chief:

- a. Plans, develops, and executes a communications strategy in support of the DoDEA POY Program.
- b. Provides, or coordinates for, video and photographic coverage of the DoDEA and Regional POY award ceremonies for internal and external communications products.
- c. Provides training, media coverage, and support for media interviews and presentations to DoDEA POY during the period of honor.
- d. Implements updates to DoDEA POY website in coordination with DoDEA T&L Division Chief.
- e. Documents and shares DoDEA and Regional POY's engagements and successes with DoDEA DSEs, DoDEA CIL Chiefs, DoDEA District and Community Superintendents, and T&L Division Chief.

2.6. DODEA RESOURCE MANAGEMENT DIVISION CHIEF. The DoDEA Resource Management (RM) Division Chief, in coordination with the DoDEA T&L Division Chief, will process payments for the DoDEA POY to participate in National POY activities outside the normal tour of duty hours in accordance with DoDEA Administrative Instruction 5303.1.

2.7. DODEA OFFICE OF THE GENERAL COUNSEL. The DoDEA OGC:

- a. Provides advice on gifts of travel, requests to participate in outside organization speaking engagements, travel to widely-attended events, and gifts received in capacity of DoDEA POY, when requested.
- b. Provides ethical guidance to DoDEA School Principals serving in the capacity of the DoDEA and Regional POYs, when requested.

2.8. DODEA CENTER FOR INSTRUCTIONAL LEADERSHIP CHIEFS. The DoDEA CIL Chiefs:

- a. Serves as Regional Point of Contact (POC) for the DoDEA POY Program.
- b. Promotes the annual nomination process for the DoDEA POY Program within the DoDEA Region.
- c. Carries out the DoDEA POY Program procedures to nominate, select, and announce the Regional POY in accordance with Section 3 of this Issuance.
- d. Informs DoDEA T&L Division Chief of the DoDEA POY Program progress and updates quarterly.
- e. Collaboratively develops an action plan to support Regional POY's leadership goals and DoDEA initiatives. The action plan will:
 - (1) Identify ways to leverage the Regional POY's expertise to build the capacity of DoDEA School Principals.
 - (2) Identify leadership opportunities, events, or activities for Regional POY's participation.
- f. In coordination with regional communication teams, documents and shares Regional POY's engagements and successes with DoDEA DSE, DoDEA District and Community Superintendents, and T&L Division Chief.

2.9. DODEA DISTRICT SUPERINTENDENTS AND COMMUNITY SUPERINTENDENTS. The DoDEA District Superintendent and Community Superintendents:

- a. Promotes the nomination process for the DoDEA POY Program within the school district on an annual basis.
- b. Reviews Regional POY nominations in coordination with DoDEA Regional CIL Chief ensuring nominated DoDEA School Principals represent utmost professionalism and ethical complicity.
- c. Supports the announcement of the Regional POY in coordination with the DoDEA DSE and CIL Chief.
- d. Supports the Regional POY in meeting expectations as outlined in this Issuance.
- e. Ensures Regional POY participation in events outlined in this Issuance by reviewing and determining approval/disapproval of travel requests, ensuring administrative coverage at the DoDEA school level during their absence, and maintaining communication with DoDEA DSE and DoDEA T&L Division Chief.

2.10. DODEA PRINCIPAL OF THE YEAR. The selected DoDEA POY:

a. Coordinates with the DoDEA CIL Chief in each region to collaboratively develop an action plan to support individual leadership goals and DoDEA initiatives. The action plan will:

(1) Leverage individual expertise to build the capacity of DoDEA School Principals.

(2) Identify leadership opportunities, events, or activities for Regional POY's participation.

b. Serves as a model, coach, facilitator, presenter, and/or active contributor in leadership work as requested by DoDEA Headquarters, Regional, and District leadership.

c. Receives training, as appropriate, to build effective interpersonal and communication skills in support of potential media interviews and presentations from DoDEA Communications Division or designee during the period of honor.

d. Attends and participates in wide-scale leadership events as requested by DoDEA Headquarters, Regional, and District leadership in accordance with DoDEA Administrative Instruction 5303.1 and this Issuance.

e. Coordinates with the DoDEA District Superintendent regarding official travel to ensure participation in events as requested by DoDEA Headquarters, Regional, and District leadership.

f. Coordinates with direct supervisor, DoDEA T&L Division Chief, and the DoDEA OGC prior to accepting gifts, attending non-DoDEA events, and/or communications via speaking, writing, or other media engagements.

2.11. REGIONAL PRINCIPAL OF THE YEAR. The selected Regional POY:

a. Coordinates with the DoDEA CIL Chief to collaboratively develop an action plan to support individual leadership goals and DoDEA initiatives. The action plan will:

(1) Leverage individual expertise to build the capacity of DoDEA School Principals.

(2) Identify leadership opportunities, events, or activities for Regional POY's participation.

b. Serves as model, coach, facilitator, presenter, and/or active contributor in leadership work as requested by DoDEA Headquarters, Regional, and District leadership.

c. Attends and participates in region-wide leadership events as requested by DoDEA Headquarters, Regional, and District leadership for the benefit of DoDEA priorities in accordance with DoDEA Administrative Instruction 5303.1 and this Issuance.

d. Coordinates with the DoDEA District Superintendent regarding official travel to ensure participation in events as requested by DoDEA Headquarters, Regional, and District leadership.

e. Coordinates with direct supervisor, DoDEA T&L Division Chief, and the DoDEA OGC prior to accepting gifts, attending non-DoDEA events, and/or communicating via speaking, writing, or other media engagements.

2.12. NOMINATING PERSON. Persons submitting nominations for the DoDEA POY may be students, DoDEA staff, legal guardians/parents/sponsors of DoDEA students, DoDEA leadership, or military community members. DoDEA School Principals may not self-nominate.

SECTION 3: DODEA PRINCIPAL OF THE YEAR PROGRAM PROCESS

3.1. OVERVIEW. The DoDEA POY Program recognizes and awards outstanding DoDEA School Principals. As part of the DoDEA POY Program, the DoDEA School Principal who is selected as the DoDEA POY will participate in the National Association of Elementary School Principals (NAESP) Program honoring elementary and middle school principals or the National Association of Secondary School Principals (NASSP) Program honoring middle and high school principals. Reference to NAESP and NASSP do not imply endorsement of these non-Federal entities by the DoD or the DoDEA. The DoDEA POY Program includes a period of nomination, application, selection, recognition, and honor for DoDEA School Principals.

3.2. ELIGIBILITY.

a. General Information. The DoDEA POY Program is open to all DoDEA School Principals who meet the qualifications listed for the purpose of receiving recognition, awards, leadership experiences, and opportunities to build capacity.

b. DoDEA School Principal of the Year Qualifications. DoDEA School Principals must meet the following qualifications in alignment with the NAESP and NASSP recognition programs, which can be found at each organization's individual websites. The nominee:

- (1) Is a current DoDEA Principal of an elementary, middle, high, or virtual school.
- (2) Demonstrates a commitment to excellence as evidenced by:
 - (a) Maintaining or increasing high academic achievement indicated by DoDEA student and DoDEA school achievement data.
 - (b) Recognition of DoDEA student excellence, formal or informal, at the local, regional, or national level.
 - (c) Strong educational leadership and high expectations for DoDEA school staff and students.
 - (d) Collaborative and respectful relationships with DoDEA students, colleagues, legal guardians/parents/sponsors, and the community.
- (3) Has been an active principal for at least five (5) years, at school(s) within or outside of DoDEA, with a minimum of three (3) consecutive years of experience, to include the current school year.
- (4) Has not previously been selected as DoDEA POY.

c. DoDEA Middle School Principal's National Organization Eligibility. The NAESP and NASSP Programs both include middle school principals as eligible candidates. These national organizations define middle school principals as those leading schools housing middle

grades (i.e., Kindergarten (K)-12, K-8, 6-8, 5-8, or 7-8 grade configurations). DoDEA defines middle schools as those schools with students in grades Pk-12, Pk-8, 6-8, 5-8, or 7-8 grade configurations. Therefore, DoDEA Principals of schools housing any of the above grade-level combinations are eligible for both the NAESP and NASSP national award and eligible to apply to the organization they decide best fits his or her school community.

3.3. NOMINATION.

- a. The DoDEA POY Program nomination period will span twenty (20) weeks beginning at the end of a school year and ending in the fall of the following school year.
- b. Nomination procedures will be communicated yearly by the DoDEA T&L Division Chief in coordination with the DoDEA Communications Division Chief.
- c. Nominations for the DoDEA POY may be submitted by DoDEA students, DoDEA staff, legal guardians/parents/sponsors of DoDEA students, DoDEA leadership, or military community members. DoDEA School Principals may not self-nominate.
- d. Following the end of the nomination period, the DoDEA T&L Division Chief will compile and share the nominations with DoDEA CIL Chiefs.
- e. The DoDEA CIL Chiefs will coordinate with DoDEA District and Community Superintendents to ensure the eligibility of nominated DoDEA School Principals, inform the DoDEA School Principal candidate of his or her nomination, and request they accept or decline the nomination by a predetermined date. If the nominator has indicated permission through the nomination submission, the DoDEA CIL Chiefs can share the nomination information with the DoDEA School Principal candidate.

3.4. APPLICATION.

- a. The DoDEA POY Program application period is open for ten (10) weeks following the closure of the nomination period.
- b. The DoDEA POY Program application provides applicants opportunities to demonstrate the qualifications as listed in Section 3.2.b. of this Issuance and successful leadership qualities as measured by the criteria listed in Section 3.5. of this Issuance.
- c. The DoDEA CIL Chiefs will provide the current DoDEA POY Program application and timeline to the nominated and qualified DoDEA School Principals.
- d. Qualified and interested DoDEA School Principal nominees are required to complete an application packet, which includes essays and requested letters of reference, and submit a completed application within the timeframe established annually.

e. The DoDEA POY Program submitted applications are used for the selection of the Regional Principals of the Year. Subsequently, selected Regional POY applications are re-reviewed by the DoDEA Headquarters POY Selection Panel for determination of the DoDEA POY.

3.5. SELECTION.

a. Selection Criteria.

(1) Through application responses, the DoDEA and Regional POYs will be selected based on criteria in the following categories:

(a) Professional Leadership. DoDEA POYs demonstrate Professional Leadership by:

1. Developing and fostering a DoDEA school mission, vision, and set of core values, and ensuring a shared understanding and commitment in collaboration with stakeholders for the well-being of each DoDEA student.

2. Implementing, evaluating, and adjusting actions taken toward exemplifying the DoDEA school's mission, vision, and core values in daily practice leading to improved DoDEA student achievement.

3. Promoting ethical and professional behavior for self, DoDEA staff and students, demonstrating social and emotional awareness, and honoring diversity.

4. Promoting, modeling, and fostering equity of educational opportunity and culturally responsive practices to ensure each DoDEA student's academic success and well-being.

5. Modeling continuous professional growth for self and DoDEA staff through reflection, study, and improvement while maintaining and promoting a healthy work-life balance.

(b) Instructional Leadership. DoDEA POYs demonstrate Instructional Leadership by:

1. Using multiple data points to monitor DoDEA student progress and provide specific and actionable feedback to improve teaching and learning.

2. Promoting, modeling, and monitoring instructional practices rooted in effective pedagogy, which are rigorous and differentiated to meet the learning needs of each DoDEA student.

3. Using and promoting tools and technology to address the unique learning needs of each DoDEA student and interact with the DoDEA school and community.

4. Empowering and motivating DoDEA teachers to continuously learn and improve professional knowledge, skills, and practices for the benefit of each DoDEA student's academic success.

5. Creating and supporting job-embedded individual and collaborative learning opportunities for DoDEA teachers to ensure each DoDEA student's academic success and well-being.

(c) Collaborative Leadership. DoDEA POYs demonstrate Collaborative Leadership by:

1. Building and maintaining a safe, caring, and healthy DoDEA school environment through open two-way communication and meaningful shared decision-making.

2. Building and sustaining productive partnerships with the DoDEA school and community to improve DoDEA student learning.

3. Providing coherent systems of academic and social support services, extracurricular activities, and accommodations to meet a range of learning needs for each DoDEA student.

4. Creating a culture in which DoDEA staff members work together as a professional learning community to promote DoDEA student success and school improvement.

(d) Organizational Leadership. DoDEA POYs demonstrate Organizational Leadership by:

1. Managing and coordinating DoDEA school operations and resources to promote each DoDEA student's academic success and well-being.

2. Managing the DoDEA school's physical and virtual spaces and tools and technology to protect and optimize DoDEA teachers' and students' work and learning.

3. Appropriately using systems of data collection, management, and analysis for support in planning, implementation, monitoring, feedback, supervision, and evaluation.

4. Ensuring each DoDEA student has equitable access to effective DoDEA teachers, learning opportunities, academic and social supports, and other resources necessary for success.

(2) Additional or modified criteria as determined by DoDEA or the national organizations, outside of those listed in section 3.5.a. of this Issuance, will be communicated to POCs prior to the start of the next program cycle nomination period.

b. Regional POY Selection Process.

(1) The Regional POY selection period will span four (4) weeks following the application period.

(2) The DoDEA CIL Chief, in coordination with the DoDEA DSE, will convene a Regional POY Selection Panel.

(a) The Regional POY Selection Panel will consist at least four (4) of the same individuals through the entirety of the scoring process. Shall unforeseen situations arise in which a Regional POY Selection Panelist can no longer participate, the DoDEA DSE will make a determination to recruit a replacement.

(b) The full Regional POY Selection Panel will convene to review and score applications utilizing the DoDEA POY Program selection rubric, interview candidates utilizing the Regional POY interview questions and rubric, and collaboratively determine a recommendation for Regional POY to submit to the DoDEA DSE for approval.

(c) The Regional POY Selection Panel may determine and recommend that no Regional POY should be selected, if no applicants demonstrate the competencies based on the rubric score.

c. DoDEA POY Selection Process.

(1) The DoDEA POY Selection Period will span four (4) weeks following the Regional POY Selection Period.

(2) The DoDEA Chief Academic Officer will convene a DoDEA Headquarters POY Selection Panel.

(a) The DoDEA Headquarters POY Selection Panel will consist of at least four (4) of the same individuals through the entirety of the scoring process. Shall unforeseen situations arise in which a DoDEA POY Selection Panelist can no longer participate, the DoDEA Chief Academic Officer will make a determination to recruit a replacement.

(b) The DoDEA Headquarters POY Selection Panel will convene to review and score applications consistently utilizing the DoDEA POY selection rubric, interview candidates utilizing the DoDEA POY interview questions and rubric, and collaboratively determine a recommendation for DoDEA POY to submit to the DoDEA Director for approval.

3.6. ANNOUNCEMENT.

a. DoDEA Regional Announcements.

(1) The announcement and celebration period will span four (4) weeks following the Regional POY Selection Period.

(2) Following the selection of a Regional POY, a coordinated announcement will be made to include the associated region's DoDEA DSE, DoDEA CIL Chief, DoDEA District and Community Superintendents, DoDEA T&L Division Chief, and DoDEA communications team at the DoDEA Regional level.

b. DoDEA Headquarters Announcement.

(1) The announcement and celebration period will span four (4) weeks following the DoDEA POY Selection Period.

(2) Following the selection of a DoDEA POY, a coordinated announcement will be made to include the DoDEA Director, DoDEA Chief Academic Officer, DoDEA DSEs, DoDEA CIL Chiefs, DoDEA District and Community Superintendents, DoDEA T&L Division Chief, and DoDEA Communications Division Chief.

3.7. RECOGNITION.

a. Regional POYs. The selected Regional POYs will:

(1) Be recognized by DoDEA Regional and District Leadership.

(2) Receive a \$2,000 award, on behalf of the DoDEA school, as determined by DoDEA Chief Academic Officer upon budget approval. In the instance of a Regional POY awardee's change of job status or location, this monetary award will remain with the DoDEA school the DoDEA School Principal led at the time of the award.

(3) Receive a special act award as determined by DoDEA Chief Academic Officer upon budget approval in accordance with DoDEA Administrative Instruction 1432.01.

b. DoDEA POY. In addition to the Regional POY awards listed in Section 3.7.a. of this Issuance, the selected DoDEA POY will:

(1) Be recognized by DoDEA Headquarters, Regional, and District Leadership.

(2) Receive a year-long membership to the appropriate national organization (i.e., NAESP or NASSP) in their personal capacity.

(3) Receive a \$4,000 award, on behalf of the DoDEA school and in addition to Regional POY award, as determined by DoDEA Chief Academic Officer upon budget approval. In the instance of a DoDEA POY awardee's change of job status or location, this monetary award will remain with the DoDEA school the DoDEA School Principal led at the time of the award.

(4) Receive a special act award in addition to Regional POY special act award as determined by DoDEA Chief Academic Officer upon budget approval in accordance with DoDEA Administrative Instruction 1432.01.

(5) Receive funding to attend the national association annual conference as determined by DoDEA Chief Academic Officer upon budget approval and subject to the availability of funds in accordance with DoDEA Administrative Instruction 5303.1.

(6) Receive funding to attend national educational leadership conference(s) to support professional growth plans as determined by DoDEA Chief Academic Officer upon budget

approval and subject to the availability of funds in accordance with DoDEA Administrative Instruction 5303.1.

3.8. PERIOD OF HONOR. The period of honor begins in the spring, upon the announcement of the DoDEA POY, and ends the following year's summer. The expectations of DoDEA and Regional POYs during the period of honor are:

a. Responsibilities. Fulfill responsibilities as outlined within Section 2 of this Issuance.

b. Change in Status. Notify DoDEA CIL Chief of any change in status. Options are as follows:

(1) If a DoDEA or Regional POY cannot complete the period of honor (e.g., due to long-term leave, transfer, permanent change of station, or resignation), DoDEA will not appoint a replacement.

(2) If a DoDEA or Regional POY moves position to a different DoDEA district or region and remains as a principal, they will still serve their period of honor.

(3) If a DoDEA or Regional POY moves out of a DoDEA School Principal position, but remains in an above-school level educational leadership position within DoDEA (i.e., DoDEA Regional or District leader), they will still serve their period of honor.

(4) If a DoDEA or Regional POY moves into a non-DoDEA School Principal school level position, they cannot complete the period of honor and DoDEA will not appoint a replacement.

3.9. GIFTS.

a. Gifts (i.e., physical or monetary) received outside of DoDEA recognition gifts and stipends must be reported to the DoDEA T&L Division Chief and reviewed by the DoDEA OGC for adherence to Section 2635 of Title 5, Code of Federal Regulations and DoD 5500.07-R.

b. Any gifts of travel outside of DoDEA POY Program requirements must be reviewed by the DoDEA OGC to ensure that there is no ethics violation and accepted by the DoDEA Director on behalf of DoDEA.

c. Any speaking requests from outside entities for the DoDEA Regional POY or DoDEA POY must be reported to the DoDEA T&L Division Chief within two (2) weeks of the receipt of the request. The DoDEA T&L Division Chief has the authority to approve or deny the request following a DoDEA OGC review.

d. All decisions about gifts will be made in writing by the DoDEA OGC for adherence to Section 2635 of Title 5, Code of Federal Regulations and DoD 5500.07-R.

GLOSSARY

G.1. ACRONYMS.

| | |
|-------|--|
| CIL | Center for Instructional Leadership |
| | |
| DSE | Director for Student Excellence |
| | |
| K | Kindergarten |
| | |
| NAESP | National Association of Elementary School Principals |
| NASSP | National Association of Secondary School Principals |
| | |
| OGC | Office of General Counsel |
| | |
| POY | Principal of the Year |
| | |
| RM | Resource Management Division |
| | |
| T&L | Teaching and Learning Division |

G.2. DEFINITIONS. Unless otherwise noted, these terms and their definitions are for the purpose of this Issuance.

elementary school. Elementary schools are defined as those with students in grades Pre-K through 4, though older students may attend as well such as PK-3, K-8, 1-6.

middle school. Middle schools are defined as those schools with students in grades Pk-12, Pk-8, 6-8, 5-8, or 7-8 grade configurations.

secondary schools. Secondary schools are defined as those containing portion of grades 6 through 12 such as 6-8, 6-12, 5-7, 9-12.

REFERENCES

Code of Federal Regulations, Title 5, Section 2635

DoD 5500.07-R, "Joint Ethics Regulation (JER)," August 30, 1993, as amended

DoDEA Administrative Instruction 1432.01, "Incentive and Honorary Awards," December 14, 2017

DoDEA Administrative Instruction 5303.1, "Compensation for Department of Defense Dependents Schools Educators During Recess Periods," June 29, 2006, as amended

National Association of Elementary School Principals (NAESP) Program.

<https://www.naesp.org/national-distinguished-principals-program>

National Association of Secondary School Principals (NASSP) Program.

<https://www.nassp.org/recognition/principal-of-the-year>

APPENDIX

APPENDIX 1: INTERNAL CONTROLS EVALUATION CHECKLIST

| DoDEA TEACHING AND LEARNING DIVISION CHIEF | YES/NO |
|---|---------------|
| Did you communicate and supply promotional materials to the field regarding the DoDEA POY Program? | |
| Did you provide DoDEA POY Program procedural guidance to DoDEA CIL Chiefs in support of the DoDEA POY nomination, application, selection, and announcement periods? | |
| Did you compile and share the Regional POY nominations with DoDEA Regional CIL Chiefs? | |
| Did you recommend members of the DoDEA POY Selection Panel to the DoDEA Chief Academic Officer for approval? | |
| Did you submit the DoDEA POY Selection Panel recommendation for DoDEA POY to DoDEA Chief Academic Officer for approval? | |
| Did you carry out the DoDEA POY Program procedures, in coordination with DoDEA DSEs, DoDEA Regional CIL Chiefs, District, and Community Superintendents to announce and celebrate the DoDEA and Regional POY? | |
| Did you develop an annual budget to support the DoDEA POY Program? | |
| Did you perform annual DoDEA POY Program analysis and create a status report? | |

| DoDEA CENTER FOR INSTRUCTIONAL LEADERSHIP CHIEF | YES/NO |
|--|---------------|
| Did you communicate and supply promotional materials to the field regarding the DoDEA POY Program? | |
| Did you coordinate with DoDEA District and Community Superintendents to ensure eligibility of nominated DoDEA School Principals, inform the DoDEA School Principal candidates of his or her nomination, and request they accept or decline the nomination by a predetermined date? | |
| Did you carry out the DoDEA POY Program procedures to provide applications to the nominated DoDEA Regional POY candidates? | |
| Did you forward members of the Regional POY Selection Panel to the DoDEA DSE for approval? | |
| Did you submit the Regional POY Selection Panel recommendation for the Regional POY to the DoDEA DSE for approval? | |
| Did you carry out the DoDEA POY Program procedures, in coordination with DoDEA DSE, District, and Community Superintendents, to announce and celebrate the Regional POY? | |
| Did you inform the DoDEA T&L Division Chief of the DoDEA POY Program progress and updates quarterly? | |
| Did you collaboratively develop an action plan to support the Regional POY's leadership goals and DoDEA initiatives? | |

| DoDEA DISTRICT and COMMUNITY SUPERINTENDENTS | YES/NO |
|--|---------------|
| Did you communicate and supply promotional materials to the field regarding the DoDEA POY Program? | |
| Did you coordinate with DoDEA CIL Chief to ensure eligibility of nominated DoDEA School Principals? | |
| Did you coordinate travel and maintain communication with DoDEA DSE, DoDEA T&L Division Chief, and DoDEA or Regional POY to ensure participation in DoDEA Regional and worldwide events? | |
| Did you coordinate with the DoDEA CIL Chief and DoDEA DSE for the announcement and celebration of the Regional POY? | |