



## Tom D. Wafer Outstanding School Administrator Award

Awards and presentations will be made annually to outstanding school principals and/or superintendents who demonstrate support for and commitment to high-quality arts education programs in their schools. The influence of such administrators is a major factor in improving music education in school systems across the state. Elementary school principals, secondary school principals and school district superintendents may be selected to receive this award. Individuals holding titles as assistant principal and/or superintendent also qualify. Administrators receiving awards will be notified by the LMEA Executive Board and a presentation honoring them will take place at the LMEA Annual Conference.

### **Selection by the LMEA Committee will be based on the following criteria:**

1. The school or school district under the administrator's supervision must have an exemplary music program, with the majority of the music staff holding LMEA membership.
2. The administrator must have served in the administrative position in the same school or district for no less than three years.
3. The administrator must be an active advocate for arts education in the school and community.
4. A financial commitment to music programs must be demonstrated in the school or school district.
5. The administrators must show strong leadership, good school management, and good rapport with teachers, parents, students, and other administrators.
6. Music supervisors/coordinators are not eligible for this award.

### **Nominators must submit the following for each administrator:**

1. Completed School Administrator nomination Form verified and signed by the nominator.
2. Resume of nominated administrator.
3. Two letters of support, including one from the music education faculty in the administrator's school district.
4. A picture of the administrator suitable for publicity purposes.
5. Name and address of the administrator's local newspaper, television and radio station where applicable.
6. Additional support materials such as press clippings if available.



## Tom D. Wafer Outstanding School Administrator Award Form

### Nominee Information:

School District: \_\_\_\_\_

Selection (check one): Elementary Principal: \_\_\_\_\_ Secondary Principal: \_\_\_\_\_

Assistant Principal: \_\_\_\_\_ Superintendent: \_\_\_\_\_ Assistant/Associate Superintendent: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

School: \_\_\_\_\_

Telephone: \_\_\_\_\_

School Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Please answer the following questions on a separate sheet in support of your selection. This form must be signed by the nominator and accompanied by a resume of the administrator, two letters of support (one from a member of the music faculty), a publicity photo, and a list of local media and their addresses.

1. How long has the school or school district been under the administrator's supervision?
2. Describe some of the features of the school or district under the administrator's leadership that demonstrate how the music program is exemplary. Please include in your description answers to the following:
  - a. Describe the music curricular offerings and time allotment of students.
  - b. How have music programs in the school/district been expanded or improved as a result of the administrator's efforts?
  - c. Have students or programs in the school or district won awards for achievement or recognition in the arts?
3. How has the administrator been an advocate for music and arts education in the school and community?
4. How has the administrator demonstrated financial commitment to music programs in their school or district?
5. Give examples of the administrator's strong leadership, good school management, and positive rapport with teachers, parents and students.
6. Add any other information that supports selection of this administrator.

### Nominator Information (Nomination must be made by an LMEA member):

Name: \_\_\_\_\_ School: \_\_\_\_\_

School Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Nominator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Complete application must be received by May 1st.**

Email this form and all support documentation to [executivedirector@lmeamusic.org](mailto:executivedirector@lmeamusic.org).