

Utah Association of Educational Office Professionals

Nomination Form
for
UAEOP Administrator of the Year



PLEASE READ CAREFULLY AND FOLLOW THE GUIDELINES

Nomination form must be postmarked by **October 31** and mailed to Charlotte Graham, UAEOP Awards Chairman, East Midvale Elementary, 6990 South 300 East, Midvale UT 84047.

1. Candidates may be nominated individually or as a representative from an individual school district.
2. Two (2) copies of the application and three (3) letters of recommendations must be submitted. Applications or accompanying materials will not be returned.
3. All candidates and the sponsoring individual association/school district will be notified immediately after the judges' decision.
4. The recipient will be honored at the annual UAEOP Conference to be held in March.

Eligibility

1. Candidates must currently be employed as an educational administrator.
2. Candidates must have been employed as an educational administrator for five (5) years.

Criteria for Judging

1. Recommendation from sponsoring association/school district.....	15%
2. Experience in educational field	20%
3. Educational (academic) background.....	10%
4. Membership/leadership responsibility in professional associations	5%
5. Personal contributions and achievement in education	10%
6. Local/state/national awards received relative to work in education	5%
7. Support of educational office professionals	15%
8. Letters of recommendation (maximum of three [3])	20%

Note: If you have any questions, please contact Charlotte Graham, Awards Chairman, at 801.826.8352 (wk).

(If needed, use additional pages in same format.)

UAEOP Administrator of the Year Nomination Form

Name of Candidate _____

Address _____
Street City State Zip

Telephone (home) _____ (work) _____

Employer _____ Location _____
(School, College, Other Educational Office) (School, Department, etc.)

Position _____

Immediate Supervisor (if applicable) _____

Name of Nominator _____

1. What contribution has the nominee made to the education system in your district?

2. What qualities set this employee apart from his/her peers?

3. What kind of professional efficiency and initiative does the nominee exhibit in job performance?

4. List community involvement and leadership positions held by nominee both professional and non -professional.

5. Why are you nominating this person?

