

# K A E O P

KANSAS ASSOCIATION OF EDUCATIONAL ADMINISTRATORS  
AN AFFILIATE OF NATIONAL ASSOCIATION OF EDUCATIONAL ADMINISTRATORS

## STATE EDUCATIONAL ADMINISTRATOR OF THE YEAR

### Guidelines for Nomination

1. One candidate may be nominated by each KAEOP affiliate of the current affiliation year (July 1 – June 30).
2. DO NOT send scrapbooks, newspaper clippings, or any other materials. All materials must be submitted by sponsoring association at one time and no materials will be returned.
3. A \$5.00 non-refundable fee payable to KAEOP must accompany the nomination. Fees will be used to help defray expenses for the winner to attend the Spring Conference.
4. Application material must be POSTMARKED by JANUARY 15.
5. The NAEOP Public Relations chairman will notify all candidates and the sponsoring association immediately after the final decision of the judges.
6. An inscribed plaque will be presented to the winner at the Spring Conference.
7. Nominations that do not follow guidelines will not be submitted to judges for consideration.
8. The Kansas Educational Administrator of the Year shall be nominated by KAEOP as a candidate for the National Educational Administrator of the Year award sponsored by the National Association of Educational Office Professionals.
9. Candidate may only receive the Kansas Educational Administrator of the Year award one time.

### Eligibility

1. Candidate must be currently employed as an educational administrator.
2. Candidate must have been employed as an educational administrator for three years.
3. Candidate must be a member of the national educational association that represents his/her professional occupation.

### Criteria for Judging

1. Support of educational office professionals .....30%
2. Experience in educational field.....20%
3. Achievements in the educational field .....15%
4. Educational (academic) background .....10%
5. Recommendation of sponsoring association .....10%
6. Membership/leadership responsibility in professional association..... 5%
7. Letters of recommendation (maximum of three)..... 5%
8. Awards of Educational Citations received ..... 5%

**IN ALL CASES, THE DECISION OF THE JUDGES IS FINAL**

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### NOMINATION FORM

FORM I

(To be completed by sponsoring association)

Name of Candidate \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip

Telephone \_\_\_\_\_ / \_\_\_\_\_ Home \_\_\_\_\_ / \_\_\_\_\_

Employer \_\_\_\_\_ Location \_\_\_\_\_

Position \_\_\_\_\_

Immediate Supervisor (if applicable) \_\_\_\_\_

Basis for selection of nominee: \_\_\_\_\_

Name of sponsoring affiliate \_\_\_\_\_

Name of affiliate President \_\_\_\_\_

Address of President \_\_\_\_\_

Telephone of President \_\_\_\_\_  
Street City State Zip  
/ (home) / (office)

Signature of President \_\_\_\_\_ Date \_\_\_\_\_

**NOTE: Submit FORMS I, II, and III, and letters of recommendation with the \$5.00 fee to:**

**Gwen Kramer**  
**Kansas State Department of Education**  
**120 SE 10<sup>th</sup> Ave**  
**Topeka, Kansas 66612**  
**(H) 785-224-6219 (W) 785-296-7795**  
[gkramer@ksde.org](mailto:gkramer@ksde.org)

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Must be postmarked by January 15, 2010.

FORM II

(To be completed by nominee)

Name \_\_\_\_\_

Position held \_\_\_\_\_ No. of Years \_\_\_\_\_

### EDUCATION POSITIONS HELD

List positions on a separate sheet using the following format:

Title	Place of Employment	Years
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\_\_\_\_\_

### EDUCATIONAL BACKGROUND

List on a separate sheet using the following format:

Degree	Name/Location	Years
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\_\_\_\_\_

### MEMBERSHIP/LEADERSHIP RESPONSIBILITY IN EDUCATIONAL PROFESSIONAL ASSOCIATIONS

List on a separate sheet using the following format:

Name of Organization	Years	Office/Committees	Years
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\_\_\_\_\_

### LOCAL/STATE/NATIONAL AWARDS RECEIVED IN CONJUNCTION WITH WORK IN EDUCATION

\_\_\_\_\_

\_\_\_\_\_

### PERSONAL CONTRIBUTIONS OR ACHIEVEMENTS IN EDUCATION

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Nominee \_\_\_\_\_ Date \_\_\_\_\_

