



# Administrator of the Year



## Purpose

This award recognizes administrative CTE professionals at the school, district, county, state or federal level who have demonstrated leadership in ensuring teacher and student success and have made significant contributions toward innovative, unique and effective career and technical education programs.

## Eligibility

All candidates must be employed as CTE administrators, program specialists, coordinators, federal or state department of education professionals or other administrative professionals at the time of initial nomination. Award nominees do NOT have to be ACTE/ACTEN members for the state award. However, state winners must be national ACTE members by July 31, 2024 to be considered at the Region level.

## Criteria

Candidates will be evaluated on the following criteria:

- a) Contributions to teacher and student success
- b) Innovations in CTE
- c) Leadership in the local or greater CTE community

All candidates must demonstrate at minimum one best practice in CTE as outlined in the [High Quality CTE Framework](#) in order to be eligible to receive the award.

## Nomination Requirements

Each nomination must include the following (incomplete nominations will not be considered):

- A. Description of Candidate's Qualifications for the Award
- B. Two (2) Letters of Support
- C. Photo/Headshot
- D. Interview (at region and national levels)

See below for more information on each component.

### A. Description of Candidate's Qualifications for the Award (1500 words total)

Address the following:

1. How has the candidate contributed to implementing high-quality CTE programs in his/her institution, district, or county that ensure student and teacher success? **Please refer to the High Quality CTE Framework as a guide/reference.** (Ex. development of standards-aligned and integrated curriculum; contributions that resulted in student achievements, opportunities and innovations; CTSO successes; etc.) (500 words max)
2. How has the candidate demonstrated innovation in CTE? (Ex. improvements implemented to program or institution; new activities or initiatives spearheaded; creative or cutting-edge classroom practices) (500 words max)
3. How has the candidate demonstrated leadership in improving CTE and/or student opportunities in the local or greater CTE community? (Ex. activities conducted with community leaders, business & industry partners, fellow educators, or professional organizations) (500 words max)

### B. Letters of Support

Each nomination should include two (2) letters of support recommending the candidate as relates to the above areas. Please submit letters from two of the following: a supervisor, a parent/guardian, a student, an employee, or a community leader.

### C. Photo/Headshot

Each nomination should include a photo/headshot of the candidate. Photos should be digital, high resolution (at least 300dpi), and submitted in .jpg format. Files 2MB or larger are preferred. (Note: photographs will be used for publicity purposes only.)

Nominations should be submitted electronically on the ACTE Awards Portal by **March 1, 2024**. Candidates for the ACTE Excellence Awards may nominate themselves for an award or be nominated by a third party. States must choose and submit their winners for regional consideration by **March 1**. National winners will be selected by the ACTE Awards Committee. Region and national winners will be recognized at the ACTE Awards Banquet during CareerTech VISION. *Winning candidates permit ACTE to use and edit content of the application for promotional activities. Non-winning candidates may be re-nominated for the same or another Excellence Award the following year. Winning candidates at the national level may not be nominated for the same or another national ACTE Excellence Award within 3 years of their win.*

*Are you the best in CTE? Do you know someone who is?*

To learn more and submit a nomination, visit [www.acteonline.org](http://www.acteonline.org).

# Application for CTE Administrator of the Year

## Candidate Information:

Name \_\_\_\_\_

CTE Content Area \_\_\_\_\_

Employer \_\_\_\_\_

Title \_\_\_\_\_

Business Address \_\_\_\_\_

\_\_\_\_\_

Business Telephone \_\_\_\_\_

Home/Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

## Provide a brief biography of your background.

## Description of Candidate's Qualifications for the Award (1500 words total)

Address the following:

1. How has the candidate contributed to implementing high-quality CTE programs in his/her institution, district, or county that ensure student and teacher success? **Please refer to the High Quality CTE Framework as a guide/reference.** (Ex. development of standards-aligned and integrated curriculum; contributions that resulted in student achievements, opportunities and innovations; CTSO successes; etc.) *(500 words max)*
2. How has the candidate demonstrated innovation in CTE? (Ex. improvements implemented to program or institution; new activities or initiatives spearheaded; creative or cutting-edge classroom practices) *(500 words max)*
3. How has the candidate demonstrated leadership in improving CTE and/or student opportunities in the local or greater CTE community? (Ex. activities conducted with community leaders, business & industry partners, fellow educators, or professional organizations) *(500 words max)*

## Provide 2 letters of support

## Include a photo/headshot

*Mail the completed application to Murleen Bellinger, P.O. Box 89, Waverly, NE  
Or email the application to [actenebraska@gmail.com](mailto:actenebraska@gmail.com).*