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 to innovative, unique, and effective career and technical education programs.

Eligibility
All candidates must be employed as CTE administrators/principals, program specialists, coordinators, federal or State Department of Education professionals, or other administrative professionals at the time of initial nomination. Candidates must be members of their state ACTE for consideration at the state level. State winners must be national ACTE members by March 1 to be considered at the regional level.

Criteria
Candidates will be evaluated on the following criteria:
1) Contributions to student success
2) Innovations in CTE
3) Leadership in the local or greater CTE community

All candidates must demonstrate at least one best practice in CTE as outlined in the High-Quality CTE Framework to be eligible for the award. For more information on how nominations will be scored, please see the ACTE Member Awards Scoring Rubric.

Nomination Requirements
Each nomination must include the following (incomplete nominations will not be considered):
1) Description of Candidate's Qualifications for the Award
2) One (1) Letter of Support
3) Professional Photo/Headshot (5x7, 200 DPI JPEG)
4) Interview (at regional and national levels)

Description of Candidate's Qualifications for the Award (48/120 Total) *No Links to more information are allowed.
1) The High-Quality CTE Framework is used to assess the various components of CTE programming formatively. Please use the High-Quality CTE Framework to select an indicator that best describes how the candidate has supported student success through their work as a CTE professional. Cite the number of the indicator and refer to the High-Quality CTE Framework as a guide/reference. (Ex. Sequencing and articulation; work-based learning opportunities; ensuring Career and Technical Education (CTE) for All. (**500 words max – 16 points)**
2) Innovation has been defined as the implementation of both big and small ideas that are novel and have a significant impact. How has the candidate demonstrated innovation in Career and Technical Education (CTE) in their role? ((**500 words max – 16 points)**
3) How has the candidate demonstrated leadership to improve opportunities, programming, advocacy, and/or partnerships within the CTE community? (Ex. Activities conducted with community leaders, business & industry partners, fellow educators, and any level of ACTE, CTSOs, and/or other related stakeholder activities. (**500 words max – 16 points)**

Letter of Support
Each nomination should include one letter of support that recommends the candidate to the above areas. Please submit a letter from one of the following: a supervisor, a parent/guardian, a student, an employee, or a community leader.

Professional Photo/Headshot
Each nomination should include a professional photo or headshot of the candidate. The image should be submitted as a 5x7, 200 DPI JPEG file. The photo will be used on the corporate website and at the VISION awards gala. (*Note: Photographs will be used for publicity purposes only*.)

Interview (for regional and national awards) (4 questions – 18 points each - 72/120 Total)
Candidates selected for regional consideration may undergo a brief interview with their regional awards committee in the spring. All national finalists will have an on-camera interview with the national awards committee in the fall. Candidates will be notified of the interview schedule and process after their nomination is submitted. No props are allowed during the interview.

Nominations should be submitted electronically on the ACTE Awards Portal by **your state's deadline.** Candidates for the ACTE Excellence Awards may nominate themselves or be nominated by a third party. States must choose and submit their winners for regional consideration by **March 1. The ACTE Awards Committee will select national winners**. Regional and national winners will be recognized at the ACTE Awards Banquet during CareerTech VISION. *Winning candidates permit ACTE to use and edit the application's content 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 three 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/awards