



## NCMEA HONOR ADMINISTRATOR AWARD

### Description of Honor Administrator Award

The Honor Administrator Award recognizes Administrators who demonstrate exceptional skills in their respective unit, but especially show aware of the cultural arts (particularly music) as an indispensable part of the school curriculum. The recipient's positive influence is indicated by their personal attitude and philosophy about music and arts education, their understanding of arts education programs, number of teachers in music and other cultural arts, number of children involved in music and other cultural arts, opportunities for teaching growth, financial support for the arts, evidence of community and school board support, and understanding of the music program's special needs in terms of space, program and equipment.

### Criteria

Qualifications: Nominees should be exceptionally skillful in their respective unit, but especially should be aware of the cultural arts (particularly music) as an indispensable part of the school curriculum as indicated by their personal attitude and philosophy; results in terms of understanding programs; number of teachers in music and other cultural arts; number of children involved in music and other cultural arts; opportunities for teacher growth; financial support for the arts; evidence of community and school board support; and understanding of the music program's special needs in terms of space, program and equipment.

### Procedures

Nominations: Each of the fifteen NCMEA District Presidents are invited to nominate a candidate from his/her district. The District President is expected to consult with the music teachers of the district to determine their feelings.

Nomination procedures by the District Presidents:

- Select an outstanding Administrator in your district. You may consult with the music teachers in your district for their suggestions.
- Submit nomination form and supporting documentation to the NCMEA Awards Chair with a postmark on or before March 15. for the preparation of the presentation to be submitted as in (2) above to include:

## **Portfolio Documentation**

- **Nomination Form - Personal Information**

- All information typed and in booklet form.
- Name, school district, address, telephone number, and picture (if available). Biographical sketch describing the Administrator's experience, education, number of years in present position, educational institution(s) attended, degrees earned, professional organizations, civic clubs, honors, etc.
- Statement of nomination to include reasons and evidence for this honor as indicated under Qualifications.
- Copies of any pertinent recent articles.
- Comprehensive statistical data of music activities (number of teachers and students involved).

Previous Nominations: A member who has nominated a Administrator for a previous year should notify the Chair in the event that he/she would like for the nomination to remain active.

Award: The Honor Administrator will receive a wall plaque suitable for display in his/her office. The inscription will be written by the Executive Committee.

### Award Presentation Process:

- The Awards Chair shall furnish information to the President who shall make the formal announcement of the award to the recipient and extend an invitation to attend the In-Service Conference for recognition.
- The Chair shall notify the nominating member of the name of the recipient.
- The nominating member shall arrange a personal interview, request from the nominee a short personal philosophy statement about the importance of the cultural arts in the curriculum, arrange for publicity photo(s) and forward this information to the Editor of *The North Carolina Music Educator* for publication in the convention issue.
- The nominating member shall arrange for publicity through the local newspapers and other media. Forward copies of this material to the Honor Administrator Awards Chair.
- Prior to the Conference, the Chair shall confer with the recipient to schedule the award presentation and determine his/her accommodation needs. Such needs shall be reported to the Executive Director.
- NCMEA shall provide for the expense of overnight lodging, if needed, as well as evening and breakfast meals if not provided by other sources. Receipts should be submitted to the Chair (Amended 1998 and 2009).
- The Chair will make the presentation at the In- Service Conference.

(Honor Superintendent Award initiated in 1972, Changed to Honor Administrator, 2008)



## NCMEA Honor Administrator Award Nomination Form

### **Nominee**

Name \_\_\_\_\_

Home Address \_\_\_\_\_

Phone Number (H) \_\_\_\_\_ (W) \_\_\_\_\_

School System Name \_\_\_\_\_

Preferred E-mail Email Address \_\_\_\_\_

Position \_\_\_\_\_ Number of Years in Position \_\_\_\_\_

### **Nominator**

Name \_\_\_\_\_

Home Address \_\_\_\_\_

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

Position/Title of Nominator \_\_\_\_\_ Email \_\_\_\_\_

Phone Number (H) \_\_\_\_\_ (W) \_\_\_\_\_

Please send complete portfolio to Fran Page

Dr. Fran Page

Meredith College Department of Music

3600 Hillsborough Street

Raleigh, NC 27607

Application Deadline: March 15.