

**Rita Board Dowd Award
For
Outstanding School Administrators**

The Carroll County Public School System is seeking nominations for the Rita Board Dowd Award for Outstanding Carroll County School Administrators. This award has been created in memory of Rita Board Dowd, who passed away in May 2009.

Rita taught biology and science at North Carroll High School from 1997 to 2002. She was a member of the faculty that opened Winters Mill High School in 2002 and taught biology until her appointment as assistant principal in 2006.

The award is given annually to two school administrators – one principal and one assistant principal (K-12), awarded independently. The goal of the award is to recognize exceptional educational leadership in serving Carroll County Public Schools and its students. The award will ideally be given to administrators that demonstrate the following attributes:

- Excel - highly proficient at understanding and administering school policy
- Teamwork – cooperate with and inspire team initiative and collaboration
- Culture – creates an environment that engenders others to perform at their best
- Communicate – ability to communicate and listen at all levels
- Heart - demonstrate the ability to care in helping others
- Community – support extended community beyond official school events
- Achievement Results – area of responsibility is at an excellent level or has shown marked improvement

Any full-time elementary, middle, high school, career and technology, or alternative program principal or assistant principal in the Carroll County Public School System may be nominated. Any student, administrator, teacher, parent, faculty or staff member may nominate someone they feel deserves consideration for the award. **Former recipients of the award will be recognized but cannot receive the award again.**

The nomination form is available on the Carroll County Public Schools website at www.carrollk12.org. **Nominations must be received by Tuesday, March 31, 2020, at 4:00 p.m.**

The selection committee will be composed of a member of Rita Board Dowd's family, the previous year's winners, school directors, and the Chief of Schools. The award will be presented during the Board of Education's employee recognition ceremony on May 5, 2020.

**Rita Board Dowd
Outstanding Administrator Award**

NOMINATION FORM

Complete the following information to submit your nominee for the Outstanding Principal and/or Assistant Principal. One application must be submitted for each nominee. We welcome you to submit a separate nomination for both a principal and assistant principal.

It is not possible to nominate a principal and assistant principal on the same form.

Questions may be directed to the Chief of Schools: 410-751-3138

****Please note that all fields are required****

Nominee Name – (Last, First, MI): _____

School of Nominee: _____

Nominee is a: (Principal or Assistant Principal): _____

Nominator Name – (Last, First, MI): _____

Email Address: _____

Phone mber: _____

Status of the Nominator: (Student, Faculty, Parent, Staff, Administrator)

In a written narrative, not to exceed two pages, give specific examples of why you feel this principal or assistant principal deserves the award for Outstanding School Administrator. Reasons may include but are not limited to the following:

- Excel-highly proficient at understanding and administering school policy
- Teamwork-cooperate with and inspire team initiative and collaboration
- Culture – creates an environment that engenders others to perform at their best
- Communicate – ability to communicate and listen at all levels
- Heart - Demonstrate the ability to care in helping others
- Community – support extended community beyond official school events
- Achievement Results - area of responsibility is at an excellent level or has shown marked improvement

The narrative must be attached to this nomination form when it is submitted. Incomplete nominations will not be considered for the award.

Carroll County Outstanding School Administrator Award

Eligibility: Any full-time Elementary, Middle, High School, Career & Technology or Alternative Program Principal or Assistant Principal in the Carroll County Public School System may be nominated. After being nominated, each candidate will be required to complete a Biographical Form. Any nominee not completing that material by the deadline will not be considered for an award.

Deadline: Nomination forms **must be received** (not just postmarked) by March 31, 2020 by 4:00 P.M. Nominations received after this date and time will not be considered. Completed nominations should be sent to the attention of the Chief of Schools, Carroll County Public Schools, 125 North Court Street, Westminster, Maryland 21157 or emailed to camccab@carrollk12.org.