



KAECE OUTSTANDING ADMINISTRATOR AWARD

Application Form due: July 1

Name of Nominee: _____

Address: _____

City/State/Zip Code: _____ Phone Number: _____

Facility: _____ Position: _____

Address: _____

City/State/Zip Code: _____ Phone Number: _____

Will nominee attend the KAECE Institute to accept this award? Yes ___ No ___

Notify nominee's local/regional newspaper upon receipt of award? Yes ___ No ___

If yes, please complete: Newspaper: _____

Address: _____

City/State/Zip Code: _____

Nominated by: _____ Position: _____

Address: _____

City/State/Zip Code: _____ Phone Number: _____

Guidelines

This award recognizes an administrator exemplifying outstanding leadership and quality supervision of an early childhood program. This individual promotes the highest standards and best practices of the profession through workshops, publications, and advocacy efforts.

Vita

Include a short account of nominee's life. Include name, address and phone number.

Recommendations

Attach letters of recommendations from three individuals who are knowledgeable of the nominee's achievements/skills in the area of early childhood education. At least one letter shall be written by an individual who works with young children supervised by the nominee.

Written Narrative

Answer the following questions by attaching a typed narrative, not to exceed 4 single spaced pages.

1. Describe specific practices used by the nominee in his/her administrative capacity that demonstrate excellence in program administration.
2. List volunteer/community service activities that the nominee has completed (within the last two years). Describe the positive impact these activities have had on the lives of young children.
3. Describe presentations, workshops, or other forums where the individual has provided information related to best practice initiatives on behalf of young children. Presentations

may include regional and state conferences as well as informal discussions with school/community groups.

4. Is nominee a member of KAECE (10 points if a current member)? Yes___ No___

Scoring Criteria/Process

The maximum cumulative point value for this award is 300 points (recommendations are worth 40 points and written narrative is worth 60 points, for each of three reviews). The application will be submitted to three members of the KAECE Board who will individually review and score the application. All identifying information will be omitted. Individuals currently presiding on the KAECE Board are ineligible for participation in this award. KAECE will not score incomplete applications or grant this award to any individual whose cumulative score equals 180 or less.

Mail three copies of the completed application (and any attachments) to:

Freda O'Bryan
5570 US Hwy 60 W
Owensboro, Kentucky 42301