

## OUTSTANDING SPECIAL EDUCATION ADMINISTRATOR CHECKLIST

- The nomination must be made by a MSHA Member
- Nominations and Supporting Data can be submitted from **DECEMBER 1 UNTIL DECEMBER 31**
- The nomination and supporting data will be submitted on-line.
  - The nomination form is on the MSHA Website (showmemsha.org)
  - The supporting data is emailed to msha@showmemsha.org
- Past nominees are eligible
- Nominee should not be informed of nomination

This award recognizes a Special Education Administrator who has provided outstanding leadership and support for the speech, language, hearing staff and who consistently strives to improve and enhance the services provided to communicatively impaired students. The recipient will be chosen for advancement of knowledge in their practice as evidenced by significant recent accomplishment within the past three years.

Some activities or accomplishments might include, but is not limited to:

- Achievement with a single client or group of clients
- Service programming and program development
- Achievement in a state or local organization or government agency activity
- Teaching/presentations, research or administration

The following supportive data can be submitted anytime between **DECEMBER 1 UNTIL DECEMBER 31**.

**Submit to** msha@showmemsha.org

- ✓ Completed nomination form (found on the website)
- ✓ Rationale for nomination: Identification and description of the outstanding achievement with information of when and where the specific achievement(s) took place; description of the significance of the recent achievement; explanation of how the nominee's actions have advanced knowledge in the area of their practice; and, explanation of the nominee's role in the achievement
- ✓ A **minimum of three statements** to support the nomination from speech language pathologists, audiologists, or related professionals and from recipients of services (or their caregivers), where appropriate
- ✓ Nominee's resume or curriculum vitae
- ✓ JPEG Photo
- ✓ Supporting data may be submitted all at once or as it is available
- ✓ **NO EXTENSIONS OR EXCEPTIONS WILL BE MADE TO THE DEADLINES**