

South Dakota School Superintendents Associations

Dr. Summer Schultz, President

Dell Rapids School District

Mr. Joel Jorgenson, President-Elect
Madison Central School District

Dr. Jennifer Lowery, Secretary
Tea Area School District

Mr. Brian Jandahl, Treasurer
Elkton School District

January 2023

Re: Nomination Process for Superintendent Awards 2023

Dear South Dakota Community Members, Board Members, and Educators,

The purpose of this letter is to roll out the 2023 South Dakota School Superintendent Award Nomination process.

We have outstanding educational leaders in South Dakota. Please join the South Dakota School Superintendent Association in celebrating our public school superintendents by submitting nominations for the following awards:

- Outstanding Superintendent of the Year
- Community Leader of the Year
- Innovator of the Year
- Rookie of the Year
- Distinguished Service Award

**All individuals nominated for Outstanding Superintendent will be automatically nominated for Community Leader and Innovator of the Year. Individuals may submit specific nominations for Innovator and Community Leader of the Year.*

Please download this packet and complete the components associated with the nomination. All nominations should include the basic data and Appendix B overview sheet.

Nominations are due by March 17.

Thank you for supporting and celebrating your leaders,

SDSSA Executive Board

ARTICLE VII - Awards

- Section 1. Outstanding School Superintendent Award: Yearly, the SDSSA Executive Committee shall select one of its members as the Outstanding South Dakota School Superintendent for that previous year. **All applicants for Outstanding School Superintendent will be considered for Innovator and Community Leader of the Year.** The award shall be in the form of a suitably engraved plaque which shall remain the property of the person so chosen to receive the award.
- a. Selection Criteria: [Appendix A](#)
- Section 2. Distinguished Service Award: The SDSSA Executive Committee has instituted a Distinguished Service Award to honor retired or retiring superintendents who have exhibited exemplary leadership ability and who have enhanced the school Superintendency in South Dakota. The award shall be in the form of a suitably engraved plaque which shall remain the property of the person so chosen to receive the award.
- a. Selection Criteria: [Appendix B](#)
- Section 3 Innovator Award: The SDSSA Executive Board has instituted an “Innovator of the Year” Award to honor a superintendent who has exhibited exemplary leadership ability in creating new programs or concepts that have a positive impact on staff development, recruitment, or retention; or creating new programming that directly impacts student learning, student achievement, or student educational experiences.
- a. Selection Criteria: [Appendix B](#)
- Section 4 Rookie of the Year Award: The SDSSA Executive Board has instituted a “Rookie of the Year” Award to honor a superintendent in their first three years in the profession who has exhibited exemplary leadership ability in making a difference in their school district through new programs or concepts that have a positive impact on the dynamics of the district.
- a. Selection Criteria: [Appendix B](#)
- Section 5 Community Leader of the Year Award: The SDSSA Executive Board has instituted a “Community Leader” Award to honor a superintendent who has made an investment in his/her community above and beyond the scope of the school district’s responsibilities.
- a. Selection Criteria: [Appendix B](#)

APPENDIX A

Selection Criteria for Outstanding School Superintendent Award

1. Every member of the South Dakota School Superintendents Association shall be eligible for nomination.
2. Rating the nominations shall be based on the same criteria as stated in the nomination form for the national award.
3. Nominations and Applications may be submitted directly to the secretary of SDSSA or through a regional district committee of the SDSSA. All nominations shall include the nominee's professional activities in the areas of criteria used for selection for the national award.
4. Nominations for Superintendent of the Year will also be considered for Community Leader of the Year and Innovator of the Year.
5. Nominations shall be in the hands of the secretary of SDSSA prior to March 17th of the year of the selection.
6. Executive board members who will be reviewing applications will receive copies of the completed application prior to the April board meeting to review and rank. The attached rating scale will be used when reviewing applications. Applications will be kept confidential.
7. The winner will be chosen by the Executive Board. Executive Board members who are nominated must exempt themselves from the selection process and they may not vote on any recommendations in this regard.
8. The Outstanding School Superintendent Award will be presented to the recipient during the annual summer conference each year.
9. The secretary of SDSSA shall forward the name of the award winner to the executive director of the School Administrators of South Dakota by July 1st.
The chosen superintendent is required to complete and submit the application for consideration for the National Award.
10. Applications will stay in the pool for three years. Candidates will be given an opportunity to update their application each year they are in the pool. The Superintendent of the Year's application will not remain in the applicant pool. Recipients of the Community Leader of the Year and/or Innovator of the Year will remain eligible for the Superintendent of the Year if originally nominated for Superintendent of the Year.

Outstanding School Superintendent of the Year Award Application
**INSTRUCTIONS FOR SUBMITTING MATERIALS FOR THE OUTSTANDING SCHOOL
SUPERINTENDENT AWARD**

*Typed materials, single-spaced, are preferred. Neat handwriting is acceptable.
We ask that material assembled be placed into one packet, folder, or file.*

MATERIAL SHOULD BE ORGANIZED INTO THE FOLLOWING SECTIONS AND IN ORDER:

- A. Identification and Preliminary Information: We ask that you use the attached [datasheet](#) to give the Selection Committee the important facts which they need before reviewing the entire presentation. Also, please attach a current resume

- B. The following selection criteria (based on the AASA National Superintendent of the Year) will be used for all SD SOY applicants and will include the following:
 - 1. **Leadership for Learning**—creativity in successfully meeting the needs of students in his or her school system;
 - 2. **Communication**—strength in both personal and organizational communication;
 - 3. **Professionalism**—constant improvement of administrative knowledge and skills, while providing professional development opportunities and motivation to others on the education team; and
 - 4. **Community Involvement**—active participation in local community activities and an understanding of regional, national, and international issues.

- C. Three letters of recommendation may be included as part of the application.

PLEASE SEND OR EMAIL YOUR PACKET TO:

Jennifer Lowery, Superintendent
jennifer.lowery@k12.sd.us

Tea Area School District
131 N Poplar Ave
Tea, SD 57064

ALL PACKETS MUST ARRIVE ON OR BEFORE MARCH 17.

APPENDIX B

Superintendent Awards

- Completed nomination form must be received by the secretary of SDSSA prior to March 17th of the year of the selection.
- Awards will follow the same procedure as listed in the Superintendent of the Year – Appendix A.
- Outstanding Superintendent of the Year nominations will be considered for Community Leader of the Year and Innovator of the Year.

Choose an award category.

Distinguished Service Award:

Is to honor retired or retiring superintendents who have exhibited exemplary leadership ability and who have enhanced the school Superintendency in South Dakota. The award shall be in the form of a suitably engraved plaque which shall remain the property of the person so chosen to receive the award.

Innovator Award:

Is to honor a superintendent who has exhibited exemplary leadership ability in creating new programs or concepts that have a positive impact on staff development, recruitment, or retention; or creating new programming that directly impacts student learning, student achievement, or student educational experiences.

Rookie of the Year Award:

Is to honor a superintendent in their first three years in the profession who has exhibited exemplary leadership ability in making a difference in their school district through new programs or concepts that have a positive impact on the dynamics of the district.

Community Leader of the Year Award:

Is to honor a superintendent who has made an investment in his/her community above and beyond the scope of the school district's responsibilities.

Nominated By:

School Site & District :	
Name:	
Title:	
Phone:	
Email:	

Nominee Information:

Name of Nominee	
District	
Phone:	
Email:	

Reason for nomination: *Please refer to the Selection Criteria Above.*

Selection Criteria for Distinguished Service Award

1. Nominees either must have retired from the school superintendency in South Dakota in previous years or must be planning to retire in the calendar year of the award.
2. Nominees must have been an active member of the South Dakota School Superintendents Association during their career.
3. Nominations must be submitted either by a current member of SDSSA or by a regional group of superintendents.
4. All nominations must be submitted on the official nomination form.
5. Nominations must be received by the secretary of SDSSA no later than March 17.
6. The winner will be selected by the Executive Committee of SDSSA and will be announced during the annual convention of the Association in July. The recipient will receive a special plaque in recognition of the award.
7. Nominations received will be kept active for a period of three (3) years.

Distinguished Service Award Application

Name of Nominee: _____

Mailing Address: _____

Phone: _____ Date of Retirement: _____

Please answer each of the questions below.

1. List educational positions held by the nominee. Include dates, names of school districts or other institutions, and titles of positions.
2. List educational institutions attended by the nominee and degrees received.
3. List leadership positions in school administration held by the nominee. (For example, officer in SDSSA or SASD.)
4. List the top 5 significant accomplishments of the nominee during his or her career.
5. Indicate honors that the nominee has received.
6. Indicate other professional or personal responsibilities of significance that were assumed by the nominee.
7. Provide any other information about the nominee that you feel is important for the Executive Committee to know.

Nomination submitted by:

Name: _____ School District: _____

Note: If the nomination is being submitted by a regional group, please provide the name and email address of a contact person: _____

PLEASE SEND OR EMAIL YOUR PACKET TO:

Jennifer Lowery, Superintendent
jennifer.lowery@k12.sd.us
Tea Area School District
131 N Poplar Ave
Tea, SD 57064

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Innovator Award Application

Name of Nominee: _____

Mailing Address: _____

Phone: _____ District: _____

Years in Current Position: _____ Years as Superintendent: _____

Please include a current resume and up to three letters of recommendation.

Please answer each of the questions below:

1. Describe the successful innovative programs established as part of the school program by the nominee.
2. Describe the effect of the nominee's innovative programs on students, staff, and the community.
3. Describe how the nominee demonstrates the ability to be a change agent.

Nomination submitted by:

Name: _____ School District: _____

Note: If the nomination is being submitted by a regional group, please provide the name and email address of a contact person: _____

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Jennifer Lowery, Superintendent
jennifer.lowery@k12.sd.us
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Rookie of the Year Award Application

Name of Nominee: _____

Mailing Address: _____

Phone: _____ District: _____

Years in Current Position: _____ Years as Superintendent: _____

Please include a current resume and up to three letters of recommendation.

Please answer each of the questions below:

1. How does this nominee demonstrate leadership, which contributes to a positive climate?
2. Explain how this nominee has been able to articulate a vision of desired results to his/her staff, students, and to the public.
3. Discuss briefly how this nominee maintains the integrity of district goals and objectives as a leader and decision-maker of the district.
4. What worthwhile innovations has this nominee initiated in the school?
5. Is this nominee involved in professional and community organizations? Please list them and explain the level of participation such as the chair, member of, etc.
6. Please explain the efforts that this nominee has made for continuing professional growth.
7. What overall professional characteristics set this nominee apart as a potentially great educational leader?

Nomination submitted by:

Name: _____ School District: _____

Note: If the nomination is being submitted by a regional group, please provide the name and email address of a contact person: _____

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Community Leader of the Year Award Application

Name of Nominee: _____

Mailing Address: _____

Phone: _____ District: _____

Years in Current Position: _____ Years as Superintendent: _____

Please include a current resume and up to three letters of recommendation.

Please answer each of the questions below:

1. Describe the nominee’s community activities and/or involvement.
2. Describe how the nominee makes use of appropriate resources from other educational institutions, parents, businesses, industry, and service clubs.
3. Describe how the nominee involves the student body in community affairs (promotion of positive public relations).

Nomination submitted by:

Name: _____ School District: _____

Note: If the nomination is being submitted by a regional group, please provide the name and email address of a contact person: _____

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