**Distinguished Service Award Application**

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| **Name of Nominee:** |  |

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| **Mailing Address:** |  |

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| **Phone:** |  | **Date of Retirement:** |  |

**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.

**MATERIAL SHOULD BE ORGANIZED IN THE FOLLOWING ORDER AND SUBMITTED AS A PDF OR PRINTED PACKET:**

* Overview Form
* Basic Data Sheet
* Resume
* Narrative document outlining nominee’s strengths in the following areas:

**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.)

1. List the top 5 significant accomplishments of the nominee during his or her career.
2. Indicate honors that the nominee has received.
3. 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.

* Up to three letters of recommendation may be included as part of the application.

**Nomination submitted by:**

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| --- | --- | --- | --- |
| Name: |  | School District: |  |

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| 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

**ALL PACKETS MUST ARRIVE ON OR BEFORE MARCH 28.**

**Superintendent Awards - Overview Form**

* Completed nomination form must be received by the secretary of SDSSA prior to March 28th of the year of the selection.
* Outstanding Superintendent of the Year nominations will be considered for Community Leader of the Year and Innovator of the Year

**Choose an award Category(s):**

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| --- | --- |
|  | **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. | |

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|  | **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. | |

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|  | **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. | |

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|  | **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:**

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

**Nominee Information:**

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| --- | --- |
| Name of Nominee: |  |
| District: |  |
| Phone Number: |  |
| Email: |  |

**SUPERINTENDENT AWARD**

*Basic Data Sheet*

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| --- | --- | --- | --- |
| **Full Name:** |  | **Phone Number:** |  |
|  |  |  |  |
| **Home Address:** |  | | |

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| --- | --- | --- | --- |
| **Name of School District:** |  | **School Address:** |  |

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| **Years in Current Position:** |  | **Total Years in Education:** |  |

***All nominations for Superintendent of the Year will also be considered for Superintendent of the Year, Innovator of the Year, and Community Leader of the Year.***

***PROFESSIONAL PREPARATION***

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| --- | --- |
| ***Date(s)*** | ***Institution- Location*** |
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***PREVIOUS TEACHING/ADMINISTRATIVE EXPERIENCE***

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| --- | --- | --- |
| ***Date(s)*** | ***Position*** | ***Institution- Location*** |
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**Please Include:**

* *Resume*
* *Narrative document*
* *Up to three letters of recommendation*