

## **MADSEC Special Education Administrator of the Year**

MADSEC is accepting nominations for its Special Education Administrator of the Year Annual Award. The Executive Board's hope is that each MADSEC Regional Group will take advantage of this opportunity to participate in identifying and honoring one of the many outstanding special education administrators who enrich the lives of Maine students with disabilities.

### **Eligibility Requirements for Nomination:**

- Nominee must be a member of the Maine Administrators of Services for Children with Disabilities (MADSEC)
- Nominee must hold a valid 030 or 035 Maine endorsement and be currently working as a special education administrator in a state-approved school in Maine

### **Nomination Process:**

- Any MADSEC member may nominate any special education administrator in Maine provided that the nomination is submitted by the nominator's MADSEC regional group
- Each MADSEC regional group may nominate one individual for the award
- Nominations are to be submitted to the MADSEC office by the deadline of April 1st
- Upon receipt, nominations are submitted to the MADSEC Awards Committee so long as the nomination package is completed in full and received in the MADSEC office **via email no later than 4:00pm on March 31, 2024** and contains the following:
  - Vitae of the person being nominated
  - A minimum of three statements of support from professional colleagues, personal references, students, or community members
  - Permission of the nominee to pursue the processing of the nomination papers

### **Selection Criteria:**

- Outstanding contributions to the field of special education
- Demonstration of endeavor to grow professionally by attending workshops, conferences, graduate classes, or seminars
- Active involvement in the school community
- Currently in active practice as a special education administrator in Maine
- Involvement in regional and/or statewide efforts through MADSEC and other professional organizations
- Number of service years
- The selection of Special Education Administrator of the Year will be made by the MADSEC Awards Committee and approved by the MADSEC Representative Board

**Method of Recognition:**

- The recipient will receive special recognition at the MADSEC Annual Awards Dinner
- The recipient will receive special recognition on the MADSEC website
- The recipient's name will be provided to the Maine Department of Education for special recognition through their typical communication method

**Deadlines:**

- October 19th: Nomination packet open on MADSEC website
- March 31st: Regional nominations due to MADSEC office no later than 4:00pm
- April 30th: MADSEC Awards Committee's finalist to MADSEC office
- May Representative Board Meeting: Finalist's name presented to Representative Board for acceptance
- Finalist notified through MADSEC office no later than one week after acceptance at May Representative Board meeting

**The completed nomination packet (application and supporting documents) must be emailed to [info@madsec.org](mailto:info@madsec.org) and received in the MADSEC office no later than 4:00pm on March 31, 2024.**

Date: \_\_\_\_\_

Name of Nominee: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Email Address: \_\_\_\_\_

Associated School/Agency: \_\_\_\_\_

References:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Reason for Nomination: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Nominated by: \_\_\_\_\_ MADSEC Regional Group: \_\_\_\_\_

Contact Person's Name: \_\_\_\_\_

School: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

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Maine Administrators of Services for Children with Disabilities