

Purpose– OCSD seeks to recognize principals that demonstrate excellence in leadership. The OCSD Principal of the Year (POY) provides students with optimal learning opportunities, demonstrates excellent leadership skills, is a servant leader with a strong commitment to his/her staff and students, and contributes to the community.

Eligibility– Any principal that meets the following criteria is eligible and can be nominated for OCSD Principal of the Year:

- Served as principal for at least **3 years** in current school
- Be in good attendance standing as determined by Office of HR
- Be in good professional standing as determined by Office of HR and C & I (PADEPP)

Nomination and Selection Process

1. The POY Nomination Form will be available electronically on the OCSD Office of Human Resources page from Feb. 2-28. Any OCSD employee can complete the POY Nomination Form for a principal nomination.
2. After the nomination window closes, the Director of Certified Staff will inform and send the application to all nominated principals that meet the eligibility requirements.
3. The principal will have a period of 3 weeks to complete the application packet.
4. All submitted applications will be sent to the POY Selection Committee for review and scoring.
5. The top five applications will be selected for an interview with the Selection Committee.
6. After the completion of interviews, the POY Selection Committee will recommend a candidate for POY based on scoring.
7. The Principal of the Year will be recognized at the beginning of the following school term and can choose to compete for other Principal of the Year Awards.

Application

The Application for POY the Year will include the following components:

- **Demographic Information**
- **Resume**
- **Biography**
- **Essay Questions**
- **Letter of Reference from Staff Member**
- **Letter of Reference from Community Member**
- **Letter of Reference from a Supervisor**

Principal of the Year Suggested Timeline

Feb. 2– Feb. 28	**POY Nominations are accepted on OCSD website**
March 2-6	**Nominations are reviewed and eligibility is screened for all nominees**
March 16-April 10	**Completion of POY Applications by nominees**
April 10	**Applications are due by 11:59 pm**
April 13 - April 30	**Scoring of Applications**
May 1	**Top 5 Finalists are announced and interviews are scheduled**
May 4-8	**Interviews**
May 18t	**Top 3 Finalists announced** **POY Candidate is selected and name given to Director of Certified Staff**
May 19-29	**Filming of Top 3 Finalists**
August	**POY announced at OCSD District Opening**

ASSISTANT PRINCIPAL of the YEAR

ORANGEBURG COUNTY SCHOOL DISTRICT

Purpose– OCSD seeks to recognize Assistant Principals that demonstrate excellence in leadership. The OCSD Assistant Principal of the Year (APOY) supports the vision of the principal by ensuring students are provided with optimal learning opportunities, demonstrates excellent leadership skills, has a strong commitment to his/her staff and students, supports the climate and culture of the school and contributes to the community.

Eligibility– Any assistant principal that meets the following criteria is eligible and can be nominated for OCSD Assistant Principal of the Year:

- Served as an assistant principal for at least **3 years** or longer
- Be in good attendance standing as determined by Office of HR
- Be in good professional standing as determined by Office of HR & C & I (PADEPP)

Nomination and Selection Process

1. The APOY Nomination Application will be available electronically on the OCSD Office of Human Resources page from Feb. 2-28. Any OCSD employee can complete the APOY Nomination Form for an assistant principal nomination.
2. After the nomination window closes, the Director of Certified Staff will inform and send the application to all nominated assistant principals that meet the eligibility requirements.
3. The assistant principal will have a period of 3 weeks to complete the application packet.
4. All submitted applications will be sent to the APOY Committee for review and scoring.
5. The top five applications will be selected for an interview with the Selection Committee.
6. After the completion of interviews, the APOY Committee will recommend a candidate for APOY based on scoring.
7. The Assistant Principal of the Year will be recognized at the beginning of the following school term and can choose to compete for other Assistant Principal of the Year Awards.

Application

The Application for APOY the Year will include the following components:

- **Demographic Information**
- **Resume**
- **Biography**
- **Essay Questions**
- **Letter of Reference from Principal**
- **Letter of Reference from Staff Member**
- **Letter of Reference from a Community Member / Parent**

Assistant Principal of the Year Suggested Timeline

Feb. 2– Feb. 28	**APOY Nominations are accepted on OCSD website**
March 2-6	**Nominations are reviewed and eligibility is screened for all nominees**
March 16-April 10	**Completion of APOY Applications by nominees**
April 10	**Applications are due by 11:59 pm**
April 13 - April 30	**Scoring of Applications**
May 1	**Top 5 Finalists are announced and interviews are scheduled**
May 4-8	**Interviews**
May 18	**Top 3 Finalists announced** **APOY Candidate is selected and name given to Director of Certified Staff**
May 19-29	**Filming of top 3 Finalists**
August	**APOY announced at OCSD District Opening**