

Administrator of the Year Award

Official Nomination Form



This award will recognize a Special Education Administrator who has demonstrated outstanding leadership in providing services to students with disabilities and whose work reflects the highest professional and ethical standards.

WHEN MUST NOMINATIONS BE SUBMITTED? Emailed or mailed (postmarked) by March 20.

WHEN AND WHERE WILL THE WINNER BE ANNOUNCED: The winner will be announced at the NJASA/ NJAPSA Annual Spring Conference during the opening General Session on Wednesday, May 13, 2026.

WHO MAY MAKE NOMINATIONS? Nominations may be made by any Director of Special Services/senior Special Education Administrator; district, county or regional Administrator.

WHAT ARE THE ELIGIBILITY REQUIREMENTS?

- ✓ Presently serving in full time capacity as a Director of Special Services (or other position as the senior special education administrator in the district).
- ✓ At least three years of experience in the position and plans to continue as a senior Special Education Administrator.

WHAT ARE THE SELECTION CRITERIA?

- ✓ Dedication to students with disabilities and their families
- ✓ Demonstrated exemplary contributions to the field of special education
- ✓ Respected by colleagues for leadership qualities
- ✓ Demonstrated distinguished level of professional and ethical standards
- ✓ Knowledge of special education law
- ✓ Demonstrated leadership in special education process and improvement to enhance compliance and best practices
- ✓ Demonstrated vision for the use of technology in education and program administration
- ✓ Active role in providing professional development for staff
- ✓ Active role in professional organizations, regional groups and/or community affairs

Please send this form, copy of resume, and exactly two letters of recommendation to Kathy Zega, NJASA Secretary **by email or mail no later than March 20:**

- Email:
kzega@njasa.net - (please use email subject "Special Education Administrator of the Year Award")
- Mail to:
NJASA
ATTENTION: Kathy Zega, NJASA Secretary
Special Education Administrator of the Year Award
920 West State Street
Trenton, NJ 08618-5328

This award is co-sponsored by the New Jersey Association of School Administrators, the New Jersey Association of Pupil Services Administrators, & Frontline Education.

Nominee's Name:

Nominee's School District:

Nominee's Title/Position:

Nominee's Phone:

Nominee's Email:

Number of Years as a Special Education Administrator:

Narrative Describing Nominee's Qualifications for this Honor. Please be concise and limit narrative to only those qualifications that relate directly to the selection criteria. Please limit narrative to no more than TWO PAGES total.

Dedication to students with disabilities and their families (please provide evidence):

Demonstrated exemplary contributions to the field of special education (please provide evidence):

Respected by colleagues for leadership qualities (please provide evidence):

Demonstrated leadership in special education process and improvement to enhance compliance and best practices (please provide evidence):

Demonstrated vision for the use of technology in education and program administration (please provide evidence):

Active role in providing professional development for staff (please provide evidence):

Please attach a copy of the Nominee's current resume.

Please attach exactly two letters of recommendation in support of the nominee

Do not include any student identification or confidential information in any of the submitted materials

Nominating Administrator's Name:

Nominating Administrator's School District:

Nominating Administrator's Title/Position:

Nominating Administrator's Email:

Nominating Administrator's Phone:

Date: