

**Association: IASEA**

**03AW.010.10/01**

**Policy: OUTSTANDING SPECIAL EDUCATION ADMINISTRATOR AWARD**

It shall be the policy of the Idaho Association of Special Education Administrators to recognize the outstanding leadership and contribution of Special Education Administrators and related administrators to the profession of Special Education Administration. Such recognition shall be embodied in the annual awarding of the Outstanding Special Education Administrator Award by the Association at the Association's Annual Meeting. Annually, the Award may be given to one special education administrator who is representative of the larger group of outstanding special education administrators in the State.

To be eligible for the Award, nominees must meet the following minimum qualifications:

1. The nominee must have held their current position for a minimum of three years.
2. The nominee must hold Active Comprehensive Membership in the Association for the membership year immediately preceding the membership year in which the Award is actually presented.
3. The nominee must hold Active Comprehensive Membership for the year during which the Award is actually presented, unless the recipient is eligible for Retirement Recognition in accordance with the Association's "Retirement Recognition" policy.
4. The nominee must have excelled in each of the following areas.
  - A. Management of special education programs
  - B. The curriculum of special education
  - C. Promotion of the education of handicapped students
  - D. Promotion of the profession of special education administration, including the Idaho Association of Special Education Administrators, and the Idaho Association of School Administrators. Information provided for the listed areas shall be evaluated as a composite package of information on the nominee.

Nominations for the Award may be made by any person or group interested in Special Education or Special Education Administration.

Each year, the President shall appoint a Committee to oversee the management of the Award process. Appointees shall be previous recipients of the Award, representing each of the IASEA regions. In the event that no previous recipient from any region is available to serve, the President shall appoint an IASEA member in good standing to represent that region. The Executive Director of the Association or designee shall serve as an ex-officio member of the Committee. Committee members shall not be eligible for the Award while serving on the Committee.

Nominations for the Award shall be solicited through a wide variety of information vehicles including the Association's newsletter, the Association Region Representatives and professional groups representing special education teachers and ancillary personnel.

The Committee shall review and evaluate the nominations through mechanisms appropriate for the Committee including a written application and supporting documentation which addresses all of the nominating categories. The supporting documentation must include a resume and at least one letter of support from each of the following people:

1. School District Superintendent
2. Building Administrator
3. Building Staff Member
4. Parent or Student
5. Community Member

Letters of support must include directory information. All materials related to the nomination application must be limited to no more than 10 pages including the nomination application itself. The application and documentation must be typed.

The Committee may choose to interview finalists for the Award. Interviews must be conducted by at least two of the three Committee members at a common site. Interviews of finalists shall be conducted using a pre-determined set of interview questions developed by the Committee. Finalists interviewed are responsible for any expenses incurred to participate in the interview.

The Committee shall make a written report of its recommendation for the Award recipient to the Executive Board prior to August 1 of each year. The Executive Board shall have final approval of the Award recipient. Members of the Executive Board are not eligible for the Award while seated on the Executive Board.

All nominations will remain active for 12 months following the selection of the OSEA Award recipient. They will be considered by the Committee on the next review cycle, along with the new nominations. A nomination can be updated by the person (s) who originally submitted the nomination (two page minimum). All eligibility criteria remain in effect.

Nothing herein shall prohibit the Committee or the Board from declining to grant the Award if such action is deemed to be in the best interests of the Association.

The Award recipient shall be recognized at the Association's Annual Meeting following the Award selection process. The Award recipient shall be presented with an appropriate commemorative item reflective of the prestige of the Award. The Association will provide \$1,000 toward the expenses incurred in attending a regional or national conference selected by the award recipient.

Adopted by Executive Board - February 1989

Revised by Executive Board - April 1990

Revised by Executive Board - October 1992

Revised by Executive Board - October 1994

Revised by Executive Board - October 2001

**IDAHO ASSOCIATION OF SPECIAL EDUCATION ADMINISTRATORS**  
**OUTSTANDING SPECIAL EDUCATION ADMINISTRATOR AWARD - 2022**

The Outstanding Special Education Administrator Award will be given to the Idaho special education administrator who best meets the criteria established below. The nominee must be an active special education administrator in Idaho for 3 years or more, a current member of IASA / IASEA, and a member of IASA / IASEA during the year in which the award is received, unless the recipient is eligible for retirement recognition in accordance with the Association's retirement recognition policy.

For the nominee to be considered for the Award, each of the areas below must be addressed in supporting documentation and attached to this application:

How has the applicant excelled in each of the following areas?

1. Management of special education programs;
2. The curriculum of special education;
3. Promotion of the education of handicapped students; and
4. Promotion of the profession of special education administration, including the Idaho Association of Special Education Administrators and the Idaho Association of School Administrators.

The documentation must include a resume and at least one current letter of support from each of the following: the district superintendent, a building administrator, a building staff member, a parent or student, and a community member. Directory information should be included on supporting documentation, particularly the letters of support. Directory information may be used by the reviewing committee to clarify submitted information in support of a nomination.

NOMINEE NAME: \_\_\_\_\_ Phone: \_\_\_\_\_

Nominee Email: \_\_\_\_\_

School District Name/Number: \_\_\_\_\_

Employment Position: \_\_\_\_\_

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

NOMINATOR NAME: \_\_\_\_\_ Phone: \_\_\_\_\_

Nominator Email: \_\_\_\_\_

Nominator Mailing Address: \_\_\_\_\_

Nominator Signature: \_\_\_\_\_ Nominee Signature: \_\_\_\_\_

**APPLICATION DEADLINE: June 3, 2022**

Send completed applications to:  
IASA, 777 S Latah Street, Boise ID 83705  
Email: [crystal.leavitt@idschadm.org](mailto:crystal.leavitt@idschadm.org)  
(208) 345-1171