**Orange County Association for Educational Media**

**OCAEM**

**Orange County, Florida**

**Distinguished Administrator Award**

**2014**

There are two parts, but actually three documents required, to nominate an administrator for the annual OCAEM Distinguished Administrator Award. Part 1 is the basic Nomination Form and Part 2 contains **two** letters of recommendation. Please follow the instructions and send them via email, or courier **to Isabel Chipungu at Ocoee Elementary School**, **to be received by October 14, 2014** Isabel.chipungu@ocps.net

Save this document, fill in the blanks, and submit it as a cover sheet with the supporting two letters. Read the directions carefully for your letters, it is important that you explain them to the second person who is writing a letter for your nomination. Letters that do not conform may be rejected.

**Part 1**

Nomination Form

Date:

Name and Title of Nominee:

School:

Complete School Address:

Name of Nominating OCAEM member:

Name of Certified Media Specialist if different:

Email:

Phone:

Fax:

Second Recommendation Letter/ List the person writing second letter.

Name:

Position:

OCAEM Distinguished Administrator Award cont’d

**Part 2**

Letters of Recommendation

**Two letters must accompany the nomination form (Part 1). The letters must be “blind.” Do not use the nominee’s name or mention the school name anywhere in the letter, do not use school stationery. Please explain this procedure to the second person who has agreed to send a supporting letter. Letters must be signed but will be later made anonymous for the jury process of reading.** Your nomination form will be assigned a number that is used in this process.

One letter is from the person nominating the individual and a second is from a colleague (faculty member, supervisor, or fellow administrator) who is knowledgeable of the nominee’s supportive leadership in the area of media programs and services. The supporting letters, **not** to exceed two double-spaced typewritten pages each, and no smaller than 10 point font, must show how the administrator meets the following criteria:

* Demonstrates leadership in supporting a central library media program and/or
* Supports the integral role of the library media specialist in the learning and teaching process and/or
* Has successfully interpreted the role of the school library in the educational program and/or
* Advocates for the library media program

Nominees may demonstrate this by:

* Providing on-going financial support to meet the resource needs of the curriculum and/or
* Encouraging the professional development of the media specialist and/or
* Involving the media specialist in the curriculum and financial planning in the areas that affect the media center and/or
* Providing a vision of the future educational needs in media and/or
* Maintaining flexibility, accessibility, and being pro-active in his/her approach to media needs.

Reminder: Attach these letters with the nomination form and send to **Isabel Chipungu** at Ocoee Elementary School, Isabel.chipungu@ocps.net.