

NANCY C. WALKER AWARD--NOMINATION FORM v.2010-2011

We welcome any questions you may have about the award or nomination form, and **appreciate hearing from you early if you are *considering*** nominating your principal, whether or not you choose to go ahead with it!

Your **nomination is due by Monday, January 3, 2011** in **Word or rtf** format to the Walker committee care of Richard_K_Ashford@mcpsmd.org. Announcement of this year's winning Principal and Library Media Program will be made later and celebrated at the MCEMSA Spring Banquet.

When completing the application, please speak about the two and a half years **from Fall 2008-January 2011**. [You may also may reference prior years if you wish.] *Please note that you and your principal must have worked together at your school since September of 2008.*

Below you will find **six categories you may want to use in describing your school Administrator's approach** to helping you achieve and/or maintain an outstanding Library Media Program. These are meant to be **suggestive prompts**, and it is *not necessary to respond to each one in detail*, if it does not seem to be a relevant area in your situation. A principal may give **outstanding support in important aspects of program, but be average in others**. In this case, you should simply write that your administrator "meets standard" in an area of normal performance.

The examples you choose should demonstrate media center support above normal expectations, but it is *not expected that all efforts and projects by you and your principal would necessarily have succeeded*. **Innovation, collaboration, and effort are significant**, whether or not your project target was fully achieved.

Involving your co-workers may help in preparing your nomination, but **please do not disclose your nomination to the principal**. Only one principal a year can earn the Walker Award, and simply to have been nominated speaks highly of an administrator. We do not wish our selection process to result in damaged feelings.

Insert **responses after each category which are no more than two or three paragraphs**. Limit responses to the questions provided on this form. You may make graphic attachments, but they will be considered secondary to your written response.

You **must be a member of MCEMSA when you nominate your Principal**. If you are **updating** your membership, please download the form at <http://www.mcemsaonline.org/memberform2010.pdf> and send a \$25 check to membership chair.

Check one: **Current Member** _____ **Updating Member** _____

ADMINISTRATOR NOMINATED _____

SCHOOL _____

NUMBER OF YEARS AS PRINCIPAL OF THIS SCHOOL [Minimum 2.5 as of January 2011] _____

SUBMITTED BY _____

NUMBER OF YEARS AS LIBRARY MEDIA SPECIALIST AT THIS SCHOOL [Minimum 2.5 as of January 2011] _____

I. The administrator enables and encourages the library media specialist and teachers to plan together for student instruction in the use of the media center and its resources. The administrator also fosters joint planning for application of skills throughout the content areas.

- A. How does the administrator include and involve the LMS in planning for curriculum, for both the current and future school year?
- B. In what ways does the administrator (a) encourage and (b) provide opportunities for regular and as needed planning between teachers and the LMS?
- C. What is the administrator's point of view about instruction for students in the use of the LMC?
- D. How does the administrator promote and provide for in-service of staff in the use of the LMC, its materials and the new technologies?

II. The administrator considers the role and services of the library media center when making decisions about scheduling, personnel, finances, technology, and physical facilities.

- A. Describe the administrator's philosophy and practices regarding scheduling of classes, groups and individuals into the LMC.
- B. Describe the administrator's policies and practices regarding the use of and responsibilities assigned to the library media staff.
- C. Describe the administrator's efforts toward support of collection development in the LMC, including financial support for the library media program.
- D. Describe the administrator's efforts and practices in behalf of:
 - (a) the maintenance and improvement of the physical facility
 - (b) security for materials and equipment
 - (c) technology

III. The administrator creates and utilizes appropriate opportunities to promote and communicate the role of the Library Media Center in the school's program of instruction.

- A. Describe methods or mechanisms the administrator uses to promote effective use of the LMC and its resources by the instructional staff.

B. Describe methods and mechanisms the administrator uses to communicate to students the importance of the LMC in their education.

C. Describe methods and mechanisms the administrator uses to inform the community of the LMC's function within the instructional program.

D. Does the administrator include effective use of media and of the LMC in the evaluation of the school's professional staff? If so, describe the procedure.

IV. The administrator's knowledge of support for MCPS/local school library media center policies and procedures contributes to consistency within the county, and equity for students and staff. Describe your administrator's approach to the following:

A. Implementation of evaluation, selection and acquisition procedures.

B. Accountability for materials and equipment borrowed.

C. Year-end responsibilities of students and staff.

D. Professional growth opportunities for media center staff.

V. Use this section to address significant challenges and/or problems that the administrator has encountered related to the library media program and describe the administrator's method for overcoming them.

VI. Please describe any of the administrator's policies or practices that were not mentioned elsewhere.

Please return your completed nomination for review by the Walker Committee to Richard_K_Ashford@mcpsmd.org by **Monday, January 3, 2011**.