



New Mexico Music Educators Association Administrator of the Year Award

An award and presentation to be made annually to an outstanding school administrator, who has demonstrated support for and commitment to high-quality Music Education programs in their school. The influence of such administrators is a major factor in improving music education in the school system across the state. **One** school administrator may be selected to receive this award each year. Administrators receiving this award will be notified by NMMEA and a presentation honoring them will take place at the NMMEA general membership meeting.

Selection by the NMMEA Committee will be based on the following criteria:

- The school or school district under the administrator's supervision must have an exemplary music program, with a majority of the music staff holding NMMEA and MENC membership.
- The administrator must have served in the administrative position in the school or district for no less than three years.
- The administrator must be an active advocate for music education in the school and community.
- A financial commitment to music programs must be demonstrated in the school or school district.
- The administrator must show strong leadership, good school management, and good rapport with teachers, parents, students, and other school administrators.

Nominators must submit the following for each administrator nominated:

- Completed school administrator nomination form verified and signed by the nominator;
- Resume of nominated administrator;
- Accurate and current contact information including address, phone numbers, and email address for both home and work;
- Exactly two letters of support, including one from the music education faculty in the administrators school or district;
- A picture of the administrator suitable for publicity purposes;
- Name and address of the administrator's local newspaper, television and radio station where applicable;
- Additional support materials such as press clippings, if available.

Procedures for Nomination of Administrator Award:

- District NMMEA organizations at a regular spring meeting of its membership may nominate an administrator from one of the schools or districts from their area.
- Each District President will appoint a three member committee from the District membership to screen and recommend that District's nomination.
- Upon the determination of the candidate for the "Administrator of the Year" award, the district selection committee will prepare and forward six (6) copies of the resume, six (6)

copies of letters of recommendation, one photo of the nominee, and one (1) copy of the names and addresses of local newspapers and other media for publication purposes to the immediate Past President no later than July 1, each year. All materials should be assembled in three-ring binders no larger than 1/2" thick, or in "flexible binders" only.

- A standing committee for final selection will be composed of the five NMMEA vice-presidents and the immediate NMMEA Past President, who will serve as selection committee chairman. The committee will make the final selection and announce the name of the recipient to the NMMEA Board of Directors at it's summer meeting.
- The State Selection Committee will select **one** recipient per calendar year for this award.

The Award:

- A plaque engraved with the name of the award, year, and name of recipient.
- Publication of recipient's picture and appropriate recognition will be made in the winter issue of the *NEW MEXICO MUSICIAN*.
- Public recognition will be made by presenting the award to the recipient at the annual All-State general membership meeting. Lunch for the recipient and spouse will be at NMMEA expense.
- Publication of the recipient's name will be included in the official All-State Music Festival and In-Service Conference program for at least ten years.