



SECONDARY ADMINISTRATORS RECOGNITION AWARD

Sponsored by the **California Home Economics Education Foundation (CHEEF)**
in cooperation with **Home Economics Careers and Technology Education, California Department of Education**

The purpose of this award is to recognize annually a maximum of five secondary administrators for demonstrated leadership in developing, supporting, encouraging, and maintaining strong Home Economics Careers and Technology Education programs in their respective schools, districts, counties, and Regional Occupational Centers or Programs.

AWARD CRITERIA

Eligibility

Secondary administrators who are currently serving and/or have served as superintendents, principals, directors of career-technical education, Regional Occupational Center or Program directors or coordinators, and directors of curriculum and/or guidance and counseling, and who have shown exemplary and continuing support for the Home Economics Careers and Technology Education program are eligible for this award. Nominees must have served as an administrator for a minimum of five consecutive years in their respective schools, districts, counties, and Regional Occupational Centers or Programs.

Qualifications

The support for secondary Home Economics Careers and Technology Education programs shown by the candidates should be exemplary and beyond the usual administrative responsibilities. Applications will be scored by a committee consisting of an administrator, a Home Economics Careers and Technology teacher, and a Home Economics Careers and Technology Teacher Educator or state staff member as follows:

Points Possible: 125

Part A.	Qualifications of Nominee	<u>25</u> points
Part B.	Curriculum and Instruction	<u>20</u> points
Part C.	Support of Professional Development	<u>20</u> points
Part D.	Promotion of Home Economics Careers and Technology Education Programs	<u>20</u> points
Part E.	Personal Involvement in Program Activities	<u>20</u> points
Part F.	Program Accountability and Planning	<u>20</u> points

Home Economics Careers and Technology

SECONDARY ADMINISTRATORS RECOGNITION AWARD NOMINATION FORM

Instructions for nominating a candidate.

Part A

Complete the nomination form as indicated on pages one and two. Please type these pages.

Parts B - F

1. Carefully review the criteria listed for each of the areas on pages three and seven.
2. For parts B - F, place a check mark on the line to the left of each criteria that applies to the candidate.
3. In the space provided below the criteria, give specific evidence to support that the nominee has fulfilled the criteria checked in that section. Provide examples of site, district, county, region and/or state activities supporting Home Economics Careers and Technology Education. Whenever appropriate, list names, titles and/or dates.

NOTE: All applications must be **typed** and include complete information to be considered for the award.

The following secondary school or ROCP administrator is nominated for leadership in developing, supporting, encouraging, and maintaining strong Home Economics Careers and Technology programs.

Part A: Qualifications of Nominee (25 points)

1. Name of Nominee: _____ Title: _____
Home Address: _____ Phone: (____) _____
City: _____ Zip: _____
2. School: _____ District: _____
Work Address: _____ Phone: (____) _____
City: _____ Zip: _____ Fax: (____) _____
3. Present Position: _____ Dates: From: _____ To: _____
4. Other Administrative Positions Held in this District/County/ROCP:

Dates: From: _____ To: _____

Dates: From: _____ To: _____

Dates: From: _____ To: _____

Dates: From: _____ To: _____

AWARD CRITERIA

1. **(Why does the nominee deserve this award?)** Describe ways the support provided by the nominee for Home Economics Careers and Technology programs has been demonstrated in an exemplary manner above and beyond usual administrative responsibilities at the school, district, county, regional, and/or state level. (Please limit to 50 words or less.)

THIS NOMINATION IS SUBMITTED BY:

Contact Person: _____ Title: _____

School/District/County or ROCP Affiliation: _____

Home Address: _____

City: _____ Zip: _____ Phone: (_____) _____

Fax: (_____) _____

School: _____ District: _____

SEND NOMINATIONS POSTMARKED BY MAY 31 TO:

Melissa Webb, Program Consultant
Home Economics Careers & Technology Education
California Department of Education
1430 N Street, Suite 4202
Sacramento, CA 95814-5901

AWARD CRITERIA

Part B: Curriculum and Instruction (20 points)

1. Check each criteria that the nominee meets.

- ____(a) Supports the concept and value of Home Economics Careers and Technology Education and FCCLA Leadership Development for all students;
- ____(b) Demonstrates leadership to maintain a full Consumer and Family Studies Education program of instruction (to include the seven content areas and leadership) and/or supports one or more Home Economics Related Occupations career pathway program(s) which includes a leadership component;
- ____(c) Encourages the emphasis of priorities outlined in federal/state legislation and initiatives;
- ____(d) Exhibits leadership in implementing the California Career Technical Education Model Curriculum Standards for *Home Economics Careers and Technology Education, 2013*;
- ____(e) Encourages, supports and provides funds to develop and implement Home Economics Careers and Technology career pathway programs.
- ____(f) Assists in establishing/maintaining one or more Home Economics Careers and Technology career pathways, to include at least three sequential courses including: a one-year Consumer and Family Studies (CFS) comprehensive core course; a semester or one-year CFS specialized course; and a Home Economics Related Occupations (HERO) capstone course or program;
- ____(g) Encourages and provides funds to implement the use of current technology hardware and software in the Home Economics Careers and Technology instructional programs.
- ____(h) Supports aligning the Home Economics Careers and Technology curriculum with current content and career pathway standards.

2. In the space below give specific examples that show the ways in which the nominee meets the criteria checked above.

AWARD CRITERIA

Part C: Support of Professional Development (20 points)

1. Check each criteria that the nominee meets.

- ____(a) Encourages annual participation (provides released time and funding) of Home Economics Careers and Technology Staff in professional development activities at the site, county and state levels;
- ____(b) Supports and encourages the concept of interdisciplinary teaming and curriculum integration;
- ____(c) Encourages staff to develop a professional development plan and reviews it periodically;
- ____(d) Attends Home Economics Careers and Technology Education activities and professional development;
- ____(e) Assists the teacher in increasing skills and knowledge of new program directions, state and federal regulations, initiatives and reform efforts that support HECT programs

2. In the space provided below, give specific examples that show the ways in which the nominee meets the criteria checked above.

AWARD CRITERIA

Part D: Promotion of Home Economics Careers and Technology Education Programs (20 points)

1. Check each criteria that the nominee meets.

- ____(a) Provides for presentations about Home Economics Careers and Technology Education to the board of education, faculty and/or other school and community groups;
- ____(b) Assists in soliciting business and industry support for the Home Economics Careers and Technology Education program;
- ____(c) Selects Home Economics Careers and Technology staff as representatives on school-wide committees;
- ____(d) Assists staff in developing and implementing a program promotion plan to inform students, parents, counselors, other staff and administrators and advisory committee members;
- ____(e) Assists staff in program promotion activities to inform students, parents, counselors, other staff and administrators and advisory committee members.

2. In the space below give specific examples that show the ways in which the nominee meets the criteria checked above.

AWARD CRITERIA

Part E: Personal Involvement in Program Activities (20 points)

1. Check each criteria that the nominee meets.

- ____(a) Encourages and supports staff in implementing/maintaining the Consumer and Family Studies (CFS) comprehensive core, and other specialized courses, and Home Economics Related Occupations capstone courses at appropriate levels;
- ____(b) Encourages and supports male enrollment in Home Economics Careers and Technology programs and FCCLA;
- ____(c) Has attended Home Economics Careers and Technology program activities at the school, community and/or state level;
- ____(d) Supports FCCLA chapter, region, and/or state leadership development activities;
- ____(e) Has attended FCCLA chapter, regional, or state leadership activities;
- ____(f) Has attended the annual Home Economics Leadership and Management Conference;
- ____(g) Encourages/supports career pathway development to include CFS and HERO courses.

2. In the space below give specific examples that show the ways in which the nominee meets the criteria checked above.

AWARD CRITERIA

Part F. Program Accountability and Planning (20 points)

1. Check each criteria that the nominee meets.

- ____(a) Promotes long range and annual planning for Home Economics Careers and Technology Education programs;
- ____(b) Supports modernizing and remodeling of Home Economics Careers and Technology facilities;
- ____(c) Encourages and assists with program reviews and certification;
- ____(d) Assists in conducting annual program reviews and evaluations;
- ____(e) Serves on, appoints, or recommends program advisory committee members;
- ____(f) Supports use of up-to-date instructional materials and technology in instructional programs;
- ____(g) Supports an adequate budget for Home Economics Careers and Technology instructional programs including FCCLA activities.

2. In the space below give specific examples that show the ways in which the nominee meets the criteria checked above.