

IASPA: Personnel Administrator of the Year Award

The Personnel Administrator of the Year is given to an active member of IASPA who has distinguished themselves in human resources administration at the local, state/province, national and/or international level; is involved and a contributing participant in local, state/province, national and/or international human resources functions and/or programs; whose contributions have had significant impact on public education at the local, state/province, national and/or international level; is a skilled manager of change and is creative in their approach to human resources administration; approaches human resources administrative work with a sense of humor and a sense of respect for their fellow colleague and is currently serving in a human resources administrative position.

3 letters of recommendation are required to be submitted for this award.

Documentation for each category is required.

Element	Distinguished (4 points)	Satisfactory (3 points)	Minimal (2 points)	No Evidence (1 point)	Score
Professional Leadership	Demonstrates extensive and exceptional leadership, creativity and visionary work in the field of education leading change in practices and policy. Consistently models honesty, reliability and ethical behavior. Promotes deep respect for diversity among colleagues and human resource practices.	Examples of leadership in the field of education are provided. Demonstrates honesty, reliability and ethical behavior. Acknowledges the benefits of diversity amongst colleagues and practices.	Limited leadership experiences are provided.	No evidence of professional leadership provided.	
Professional Contributions	Makes contributions to the field of school human resources administration that have an impact on public education. Demonstrates innovative practices that are	Evidence of contributions to the field of school human resources administration is provided. No evidence that practices implemented are innovative or replicable in other situations. Has	Limited contributions to the field of school human resources administration.	No evidence of contributions to the field of school human resources administration.	

	replicable to other districts. Consistently volunteers expertise/time/effort or serves as resource or mentor to others in the field.	volunteered or served as a mentor.			
Leadership in IASPA	Service on Board, or Committee, for IASPA or Local/Regional Organization. Actively promotes IASPA with district/state.	Evidence of contribution to IASPA, Local or Regional Organization provided.	Limited participation in IASPA or Regional/Local organization.	No active promotion of or participation in IASPA or Local/Regional Organization.	
Human Resources Leadership	Provides exemplary and positive leadership in the development of human resources practices and policy. Consistently models competency and proficiency in solving issues faced in the field of human resources.	Evidence provided about the development of practices/policy in human resources. Problem-solving of human resources issues is present.	Limited evidence in the development of human resources practices/policy or problem-solving.	No evidence of the development of human resources practices/policy or in problem-solving	
Professional Growth	Actively improves personal competency in human resources topics. Leads professional development activities on a consistent basis.	Maintains knowledge of current issues in the area of professional growth within the field of human resources. Frequently leads professional opportunities. Participates in the development of professional growth activities.	Demonstrates awareness of professional development, or professional growth opportunities and participates or leads them on a limited basis.	No evidence of personal professional growth.	

TOTAL SCORE					
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