



Mission Statement:

Promoting high quality education and leadership through professional learning, strong partnerships, and the pursuit of solutions to complex challenges within a diverse educational community

Vision Statement:

A voice for equity and excellence in the education of students with exceptional needs.

**2025 NH SPECIAL EDUCATION ADMINISTRATOR OF THE YEAR
CALL FOR NOMINATIONS**

October 1, 2024

Dear Colleague:

The New Hampshire Association of Special Education Administrators (NHASEA) is seeking nominations for the award of 2025 Special Education Administrator of the Year. The Association would like to recognize a special education leader whose contribution to his/her educational community has been exemplary. We invite you to nominate a special education administrator who you feel is deserving of this award.

In order to be eligible, a nominee must:

- Be a special education administrator having systems level responsibility with at least 5 or more years of work experience in the field of special education administration.
- Demonstrate exemplary performance, innovation, participation in special projects, research, or program development.
- Contribute significantly to the field of special education.
- Be held in high regard by teachers, parents, administrators, and fellow special education administrators.
- Be a member of the New Hampshire Association of Special Education Administrators (NHASEA)
- Plan to continue as a special education administrator for the next year.

NOMINATION REQUIREMENTS:

- Completed nomination form.
- A statement written by the nominator not to exceed two pages stating the reasons for believing the candidate is deserving of the award.
- Nominators are asked to submit, along with the nomination form, three (3) letters of endorsement (one of which must come from the Superintendent or School Board Chairperson)
- Upon being selected as a finalist, the nominee will be asked to respond to questions developed by the selection committee.
- Virtual or In-Person Site visitations to the school district will be conducted by representatives of the NHASEA Recognition Committee for two candidates selected as the finalists. The committee members will collaborate with the finalists to arrange the site visit schedule and related details.



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NOMINATION TIMELINE:

October 1 – Oct 31, 2024	Nominations Open.
November 1 –November 10, 2024	The NHASEA Recognition Committee reviews Nominations to ensure criteria is met. Committee schedules a half hour virtual meeting with each nominee. Upon completion of the virtual meetings, the Recognition Committee will select two finalists for a site visitation. The visitation can be virtual or in-person. The two finalists are provided with additional application materials to complete and submit to the committee.
November 13 – November 30, 2024	The two finalists will be provided with a list of questions from the Committee. Finalists will submit answers to questions no later than November 30.
December 1, 2024 - January 27, 2025	The NHASEA Recognition Committee works with the finalists to schedule and conduct Site Visitations. These visits may be conducted either In-Person or Via Zoom as determined by the finalist and the visiting team.
February 2025	The NHASEA Recognition Committee Meets, Selects Special Education Administrator of the Year, Notifies the Nominee and makes Announcement in March at the NHASEA Annual Winter Conference in Portsmouth.

The recipient of this award will be acknowledged at the “EDies” (NH Excellence in Education) Awards in June 2025. **We encourage Central Office Leaders, Principals, Special Education Building Coordinators and NHASEA members to consider nominating a colleague for this award.**

DEADLINE FOR NOMINATION FORM WITH ACCOMPANYING DOCUMENTS:
October 31, 2024



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Send Electronic Submission of Nomination Packet To: Amanda Horrocks at ahorrocks@nhasea.org

Thank you in advance for considering submission of a nomination for Special Education Administrator of the Year. Please do not hesitate to reach out to me with any questions regarding the nomination process.

Best Regards,

A handwritten signature in black ink that reads 'Jane Bergeron-Beaulieu'.

Jane Bergeron-Beaulieu
Executive Director
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