**Process for Selecting the Superintendent of the Year**

**from the Central Carolina RESA**

NCASA has distributed guidelines for selecting the 2013 A. Craig Phillips North Carolina Superintendent of the Year. Each RESA is asked to identify its Superintendent of the Year and submit this superintendent’s name as its nominee for the North Carolina Superintendent of the Year by July 20, 2012. The following steps will be followed to select the CCRESA Superintendent of the Year:

1. The Executive Director will publicize the nomination process on the CCRESA website.
2. The Executive Director will notify all superintendents and board chairs in the CCRESA of the nomination process. It should be noted that anyone may nominate a superintendent for this award, including the superintendent himself or herself.
3. Nominators must complete the nomination form and a letter (no more than 2 pages) providing justification and supporting information for the nomination. Nominators are asked to support the nomination with information about the nominee’s leadership for learning, communication, professionalism, community involvement, and overall impact on the school district.
4. Nomination forms must be received or postmarked by June 8th. Forms must be submitted to Neil Pedersen, the CCRESA Executive Director, either electronically (director@ccresa.net) and/or by hard copy (Central Carolina RESA, Suite 104, 7208 Falls of Neuse Rd, Raleigh, NC 27615) or by FAX (919-882-5952).
5. The CCRESA Superintendent of the Year Selection Committee will read applications and narrow the choice down to two candidates. If any of the superintendents on the selection committee are nominated, the chair will select a substitute.
6. No later than the end of June, the Executive Director will send the nomination applications and supporting letters for the two candidates to all CCRESA superintendents, and they will be asked to vote electronically and confidentially (assuming there is more than one candidate).
7. The highest vote getter will be the CCRESA’s Superintendent of the Year.
8. The Chair of the CCRESA will announce the CCRESA’s choice for Superintendent of the Year
9. The Executive Director will submit the nomination to NCASA by July 20.