



**COLORADO**  
Department of Education

# Request for Nominations

Nominations Due: **Wednesday, February 13, 2019, by 11:59 pm**

## Distinguished Administrator in Support of Culturally and Linguistically Diverse Learners

2019 Nomination Packet

**For Culturally and Linguistically Diverse Education (CLDE) Questions:**

Lourdes Buck, ELD Specialist and World Language Content Specialist  
(303) 866-6198 | [Buck\\_L@cde.state.co.us](mailto:Buck_L@cde.state.co.us)

**For Nomination Process Questions:**

Patricia Gleason, Office of Competitive Grants and Awards  
(303) 866-6143 | [Gleason\\_P@cde.state.co.us](mailto:Gleason_P@cde.state.co.us)

# Distinguished Administrator in Support of Culturally and Linguistically Diverse Learners

Nominations Due Wednesday, February 13, 2019, by 11:59 pm

## Purpose

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Administrators and educators who have demonstrated excellence for the success of culturally and linguistically diverse learners have been honored by the Colorado Department of Education (CDE) since 2007. At the 13<sup>th</sup> Annual CLDE Academy, to be held in 2019, CDE would like to acknowledge a distinguished administrator who has created successful outcomes and has supported the academic, linguistic, and social-emotional needs of culturally and linguistically diverse learners. The 2019 winner will be honored at the CLDE Academy awards luncheon.

## Eligible Nominees

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The nominee must be an administrator that has demonstrated excellence in working with culturally and linguistically diverse students and their families. Nominee is currently in an administrative leadership role that could include, but is not limited to: superintendent, assistant superintendent, central office director/coordinator, family/community education director/coordinator, or building principal/assistant principal. The nominee must:

- Be actively supporting an ELD program (school or district) at the time of the award;
- Contribute to increased achievement of culturally and linguistically diverse learners;
- Have the respect and admiration of students, parents, and colleagues; and
- Exhibit distinguished leadership and service to the culturally and linguistically diverse education profession and its community.

## Nomination Requirements

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The nominator is responsible for submitting the nomination packet and accompanying materials in the order listed below:

- Nomination Information**: Complete the nomination information section of the nomination packet in its entirety and include as the first page of the submission. The nomination information page must be signed by the nominator certifying that the nominee meets all of the requirements to participate in this award program. See nomination information form on page 4. (Does not count towards page limit.)
- Nomination Narrative**: All components of the nomination narrative must be completed and submitted. See scoring rubric on pages 6 and 7. (Do not exceed five pages total.)
- Résumé or Curriculum Vitae**: The nominee's résumé or curriculum vitae will need to be submitted with the nomination. The résumé or curriculum vitae should include information such as: educational history, dates, and titles of professional certificates/endorsements, professional work experience and membership in professional organizations. See scoring rubric on page 7. (Does not count towards page limit.)
- Letters of Support**: Two letters of support must be submitted as additional documentation of nominee's qualifications. Letters can come from superintendent, administrators, colleagues, students, parents, or civic leaders. See scoring rubric on page 7. (Does not count towards page limit.)

## **Nomination Submission Process and Deadline**

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An electronic copy of the nomination packet (in PDF format) must be submitted to [CompetitiveGrants@cde.state.co.us](mailto:CompetitiveGrants@cde.state.co.us) by **Wednesday, February 13, 2019, by 11:59 pm**. The submission should include all required components of the nomination as one document. All pages must be standard letter size, 8-1/2" x 11", 12-point font, single-spaced with 1-inch margins, and numbered pages. Faxes will not be accepted. Incomplete or late nominations will not be considered. If you do not receive an email confirmation of receipt of your nomination within 24 hours of the deadline, please email [CompetitiveGrants@cde.state.co.us](mailto:CompetitiveGrants@cde.state.co.us).

**Submit completed application to:**  
[CompetitiveGrants@cde.state.co.us](mailto:CompetitiveGrants@cde.state.co.us)  
**By Wednesday, February 13, 2019, at 11:59 pm**

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## Section A: Nomination Information

| Nominee Information   |   |                             |  |
|---|---|-----------------------------|--|
| Nominee Name  |   |                             |  |
| Instructional Assignment and Job Title  |   | Years in Present Assignment |  |
| District/School Profile (check one box)   | <input type="checkbox"/> Urban <input type="checkbox"/> Suburban <input type="checkbox"/> Rural |                             |  |
| Work Location   |   |                             |  |
| Work Address  |   |                             |  |
| Work Phone  |   | Work E-mail                 |  |
| Personal Phone  |   | Personal E-mail             |  |
| Nominating Individual Information   |   |                             |  |
| Nominator Name  |   | Title                       |  |
| Relationship to Nominee   |   |                             |  |
| Work Phone  |   | Work E-mail                 |  |
| Personal Phone  |   | Personal E-mail             |  |
| I acknowledge that the nominee in this application has met the qualifications for this award. |   |                             |  |
| Signature   |   | Date                        |  |

# Distinguished Administrator in Support of Culturally and Linguistically Diverse Learners

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## Nomination Scoring

CDE Use Only

| Section      | Criteria                   | Score      |
|--------------|----------------------------|------------|
| Section A    | Nomination Information     | /4         |
| Section B    | Nomination Narrative       | /50        |
| Section C    | Résumé or Curriculum Vitae | /5         |
| Section D    | Letters of Support         | /2         |
| <b>Total</b> |                            | <b>/61</b> |

**GENERAL COMMENTS:** Please indicate support for scoring by including overall strengths and weaknesses.

**List Strengths:**

- 
- 

**List Weaknesses:**

- 
- 

**RECOMMENDATION:**

Awarded \_\_\_\_\_

Not Awarded \_\_\_\_\_

## Selection Criteria and Evaluation Rubric

| Section A: Nominee Information  | Not Addressed/ Met Minimal Criteria | Met All Criteria |
|---|-------------------------------------|------------------|
| 1) The nominee meets the requirements of an eligible nominee. (If score = 0, nominee will be disqualified and nomination will not be scored.) | 0                                   | 2                |
| 2) The background information section is complete and is not missing key components.  | 0                                   | 2                |
| <b>Reviewer Comments</b>  |                                     |                  |
| <b>Total</b>  |                                     | <b>/4</b>        |

| Section B: Nominator Narrative   | Not Addressed | Minimal (requires additional clarification) | Adequate (clear and complete) | Excellent (thoroughly developed) |
|--|---------------|---|-------------------------------|----------------------------------|
| 1) Describe why the nominee should be chosen as the Distinguished Administrator in Support of Culturally and Linguistically Diverse Learners.  | 0             | 1   | 3                             | 5                                |
| <b>Reviewer Comments</b>   |               |   |                               |                                  |
| 2) Describe how the nominee has acted as an advocate for culturally and linguistically diverse learners in a school or the district.   | 0             | 1   | 3                             | 5                                |
| <b>Reviewer Comments</b>   |               |   |                               |                                  |
| 3) Describe the positive impact the nominee has had on the students. Provide data to support these findings.<br><br><b><u>(Do not include Personal Identifying Student Information)</u></b>  | 0             | 5   | 7                             | 10                               |
| <b>Reviewer Comments</b>   |               |   |                               |                                  |
| 4) Describe the positive impact the nominee has had on their colleagues.   | 0             | 1   | 3                             | 5                                |
| <b>Reviewer Comments</b>   |               |   |                               |                                  |
| 5) Describe an instance when the nominee was faced with a significant challenge related to programming for culturally and linguistically diverse learners, how the nominee addressed the challenge and the positive outcome that resulted. | 0             | 1   | 3                             | 5                                |
| <b>Reviewer Comments</b>   |               |   |                               |                                  |
| 6) Describe how the nominee has acted as an advocate and for the families of culturally and linguistically diverse learners in the community.  | 0             | 1   | 3                             | 5                                |
| <b>Reviewer Comments</b>   |               |   |                               |                                  |
| 7) Describe the positive impact the nominee has had on the community.  | 0             | 1   | 3                             | 5                                |
| <b>Reviewer Comments</b>   |               |   |                               |                                  |

| <b>Section B: Nominator Narrative</b>  | <b>Not Addressed</b> | <b>Minimal</b><br>(requires additional clarification) | <b>Adequate</b><br>(clear and complete) | <b>Excellent</b><br>(thoroughly developed) |
|--|----------------------|---|---|--|
| 8) Describe how the nominee has made significant contributions to the education profession in support of culturally and linguistically diverse learners. | 0                    | 5   | 7                                       | 10   |
| <b>Reviewer Comments</b>   |                      |   |   |  |
| <b>Total</b>   |                      |   |   | <b>/50</b>                                 |

| <b>Section C: Résumé or Curriculum Vitae</b>   | <b>No evidence provided</b> | <b>Some evidence provided</b> | <b>Compelling evidence provided</b> |
|--|-----------------------------|-------------------------------|-------------------------------------|
| 1) A résumé or curriculum vitae is provided which includes compelling evidence of nominee's educational experience in support of culturally and linguistically diverse learners. | 0                           | 3                             | 5                                   |
| <b>Reviewer Comments</b>   |                             |                               |                                     |
| <b>Total</b>   |                             |                               | <b>/5</b>                           |

| <b>Section D: Letters of Support</b>   | <b>Not Addressed/ Met Minimal Criteria</b> | <b>Met All Criteria</b> |
|--|--|-------------------------|
| 1) Includes 2 letters of support from any of the following, but not limited to: superintendents, administrators, supervisors, colleagues, teachers, students, parents, or community leaders. | 0  | 2                       |
| <b>Reviewer Comments</b>   |  |                         |
| <b>Total</b>   |  | <b>/2</b>               |