



Request for Nominations

Nominations Due: **Friday, March 12, 2021, by 11:59 pm**

Distinguished Administrator in Support of Culturally and Linguistically Diverse Learners

2021 Nomination Packet

For Culturally and Linguistically Diverse Education (CLDE) Questions:

Rebekah Ottenbreit, ELD Specialist & Title IX State Coordinator

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For Nomination Process Questions:

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Purpose

Since 2007, the Colorado Department of Education's (CDE) Office of Culturally and Linguistically Diverse Education (CLDE) has honored administrators and educators who have demonstrated excellence in supporting the success of culturally and linguistically diverse learners. Although under normal circumstances, the winner of the Distinguished Administrator in Support of Culturally and Linguistically Diverse Learners would be given the award at the Annual CLDE Academy, this year, the Office of CLDE will not hold an Annual Academy due to health and safety concerns related to the global pandemic. Nevertheless, the Office of CLDE would still like to acknowledge a distinguished administrator who has created successful outcomes and supported the academic, linguistic, and social-emotional needs of culturally and linguistically diverse learners during these unique times.

Eligible Nominees

The nominee must be a current administrator who has not only demonstrated excellence in working with culturally and linguistically diverse students and their families, but also one who has shown unique problem-solving abilities and created equal educational access for English learners through the challenges of the global pandemic. This can include how the nominee has addressed issues such as remote learning, return to school, internet connectivity, computer access, and other wrap around services for English learners and their families. The nominee is 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 through the global pandemic.

Nomination Requirements

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)*

- D. **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

An electronic copy of the nomination packet (in PDF format) must be submitted to CompetitiveGrants@cde.state.co.us by **Friday, March 12, 2021, 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. 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.

Submit completed application to:
CompetitiveGrants@cde.state.co.us
By Friday, March 12, 2021, 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:	

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Nomination Scoring

CDE Use Only

Section A:	Nomination Information	/4
Section B:	Nomination Narrative	/50
Section C:	Résumé or Curriculum Vitae	/5
Section D:	Letters of Support	/2
Total:		<hr/> /61

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

Strengths:

-
-

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
Reviewer Comments:		
Total		/4

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
Reviewer Comments:				
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
Reviewer Comments:				
3) Describe the positive impact the nominee has had on the students. Provide data to support these findings. <u>(Do not include Personal Identifying Student Information)</u>	0	5	7	10
Reviewer Comments:				
4) Describe the positive impact the nominee has had on their colleagues.	0	1	3	5
Reviewer Comments:				
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
Reviewer Comments:				
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
Reviewer Comments:				
7) Describe the positive impact the nominee has had on the community.	0	1	3	5

Reviewer Comments:				
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
Reviewer Comments:				
Total				/50

Section C: Résumé or Curriculum Vitae	No evidence provided	Some evidence provided	Compelling evidence provided
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
Reviewer Comments:			
Total			/5

Section D: Letters of Support	Not Addressed/ Met Minimal Criteria	Met All Criteria
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
Reviewer Comments:		
Total		/2