



KANSAS ASSOCIATION OF MIDDLE SCHOOL ADMINISTRATORS

KAMSA Executive Assistant(s) of the Year Application

APPLICATION FOR SPRING 2017 RECOGNITION

Kansas Association of Middle School Administrators (KAMSA) in partnership with Inter-State Studios recognizes the valuable contributions secretaries make daily in meeting the needs of students, staff, parents, and community members in Kansas middle schools. The spring of 2014 was the first year of this program to show our appreciation to executive assistants for a job well done.

Application Information:

- 1) **At least one building level administrator must be an active member of the KAMSA organization in order for the secretary(s) to be eligible for the recognition.**
- 2) A building administrator must submit the application in order for the secretary(s) to be considered. The KAMSA Executive Assistant(s) of the Year committee will only consider completed applications by the deadline listed below.
- 3) Building administrators may nominate secretaries as a team or as an individual.
- 4) Suggested areas to address in the nominations are:
 - A. Overall Job Performance
 - B. Interpersonal Skills
 - C. Leadership
 - D. Any other information that would help with the nomination.
- 5) **Nominations will be tiered into thirds according to building enrollment. There will be three winners selected, one from each tier. All others nominated will receive a certificate of recognition for being nominated.**
- 6) Application deadline is **March 1, 2017.**
- 7) Application and supporting information should be mailed to the Executive Assistant(s) of the Year Committee Chair:

**Mike Isaacsen, Principal
Louisburg Middle School
500 E. Amity, Box 308
Louisburg, KS 66053
913.837.1800; Fax: 913.837.1801
Email: isaacsenm@usd416.org**

For KAMSA membership or spring conference information, please contact:

John Sanborn, Executive Director of KAMSA
Email: john.sanborn@sbcglobal.net; phone: 785.223.2727

**APPLICATION FOR EXECUTIVE ASSISTANT(S) OF
THE YEAR
2016 - 2017**

School_____ Principal:_____

District Name_____ District # _____

Number of Students in the Building: _____

Nominee(s) _____

Attach to this form the supporting information for the nominee(s). The committee is suggesting addressing the following areas in the nomination:

- Overall Job Performance
- Interpersonal Skills
- Leadership
- Any other information that would help support the nomination.