

# CASPA: Connecticut Personnel Administrator of the Year Award

The CASPA Personnel Administrator of the Year Award is given to an active member of CASPA who has at the local, state/province, national, and/or international level, distinguished themselves in personnel administration; is involved and a contributing participant in personnel functions and/or programs; whose contributions have had a significant impact on public education; is a skilled manager of change and is creative in their approach to personnel administration; approached personnel administrative work with a sense of humor and sense of respect for their fellow person. The nominee must be an active CASPA member and currently serving in a personnel administrative position.

Documentation for each category is required.

Element	Distinguished (4 points)	Satisfactory (3 points)	Minimal (2 points)	No Evidence (1 point)	Score
<b>Professional Leadership</b>	Demonstrates extensive and exceptional leadership, creativity and visionary work in the field of education leading change in practices and policy. Consistently models honesty, reliability and ethical behavior. Promotes dep respect for diversity among colleagues and HR practices.	Examples of leadership in field of education are provided. Demonstrates honesty, reliability and ethical behavior. Acknowledges the benefits of diversity amongst colleagues and practices.	Limited leadership experiences are provided.	No evidence of professional leadership provided.	
<b>Professional Contributions</b>	Makes contributions to the field of HR that have impact on public education. Demonstrates innovative practices that are replicable to other districts. Consistently, volunteers expertise /time/effort or serves as resource or mentor to others in the field.	Evidence of contributions to the field of human resources are provided. No evidence that practices implemented are innovative or replicable in other situations. Has volunteered or served as mentor.	Limited contributions to field of human resources.	No evidence of contributions to field of human resources.	
<b>Leadership in AASPA and/or CASPA</b>	Service on Board or Committee, for AASPA or CASPA. Actively promotes AASPA and CASPA with district/state.	Evidence of contribution to AASPA, or CASPA provided.	Limited participation in AASPA or CASPA organization.	No active promotion of or participation in AASPA or CASPA.	
<b>HR Leadership</b>	Provides exemplary and positive leadership in the development of HR practices and policy. Consistently models competency and proficiency in solving issues faced in the HR field.	Evidence provided about the development of practices/policy in HR. Problem solving of HR issues is present.	Limited evidence in the development of HR practices/policy or problem solving.	No evidence of development of HR practices/policy or in problem solving	
<b>Professional Growth</b>	Actively improves personal competency in human resources topics. Leads professional development activities on a consistent basis	Maintains knowledge of current issues in the field of HR. Frequently leads professional development activities.	Demonstrates awareness of professional growth opportunities, participates or leads them on a limited Basis.	No evidence of personal professional growth.	

TOTAL SCORE: