



CABE 2024 Administrator of the Year Guidelines

CABE invites you to submit nominees for the Administrator of the Year Award. CABE recognizes that there are many outstanding administrators who have made contributions to bilingual education and to the education of English learners. This is the opportunity to honor one of them for their excellence, dedication, and promotion of bilingual education at the CABE 2024 Annual Conference in California. The Administrator of the Year Committee will select the recipient of this annual award. The Administrator of the Year selected will be notified on January 4, 2023. The winner will receive:

- A complimentary CABE 2024 conference registration
- A plaque
- Round-trip transportation
- A one night's lodging
- Two tickets for the Awards Luncheon (awardee and guest)

Please complete the online submission form with all the portfolio requirements. The application submission deadline is Tuesday, November 14, 2023, at 11:59 PM (PST). Applications received after the deadline will not be accepted.

Nomination Criteria

- Member of CABE through February 29, 2024
- Must be a California Resident
- Currently an Administrator (PreK–12)
- Minimum of 5 years serving ELs as an administrator
- Has made outstanding contributions to bilingual/biliteracy education and EL Programs as an educational leader
- Possesses an educational leadership philosophy that is culturally sensitive and has high expectations for ELs and biliteracy students
- Evidence of leadership in the promotion of bilingual/biliteracy programs with proven and research-based programs
- District has implemented the Seal of Biliteracy and/or pathways to the Seal of Biliteracy

Requirements

- Biographical resume (2 pages maximum)
- Candidate statement (3 pages maximum) that includes: philosophy of bilingual education, community service information, and CABE service information
- 3 letters of recommendation (1 letter must be from immediate supervisor)
- Color photo (high resolution, digital format)