



Overview of the Tennessee
Principal and Supervisor of the Year
Part I Applications

Sarah Brown

*Coordinator of Educator
Recognition and Communications,
Educator Effectiveness Team*



Agenda

- Review of Region-Level Selection
- Part 1 Application Components
 - Response Questions & Addressing Common Missteps
 - Video Response Questions & Best Practices
 - Supporting Documentation & Best Practices
- Part 1 Application Scoring
- Q&A



Program Goals

PRINCIPAL OF THE YEAR

The Tennessee Principal of the Year program recognizes and honors **outstanding school leaders** across Tennessee.

We applaud principals who demonstrate superior abilities in managing and **motivating students and faculties**; evoking **high standards**; demonstrating **a commitment to excellence**; implementing **innovative programs**; and having a track record of exceptional **gains in student learning**.

SUPERVISOR OF THE YEAR

The Tennessee Supervisor of the Year program recognizes and honors **outstanding district leaders** across Tennessee.

We applaud supervisors across all disciplines who demonstrate superior abilities in managing and **motivating students and staff**; evoking **high standards**; demonstrating **a commitment to excellence**; implementing **innovative programs**; and having a track record of exceptional **gains in student learning**.

Learning Objectives

- Following completion of this training, learners will be able to:
 - Identify the components of the Tennessee Principal and Supervisor of the Year part 1 applications
 - Identify best practices for approaching each component



Session Norms

- Please remain on mute throughout the session until asked to unmute and share.
- If you have any questions or comments throughout the presentation, please put them in the chat.





Answer in the Chat:

What is one thing you hope to gain from this session?

Region-Level Selection



After you have been nominated at the district-level, **you must complete the part I application by March 12, 2023**, to continue to the region-level selection process. *The part I application can be found on each program's website as well as in an email sent to you by the program coordinator.*



DESCRIPTION: The part I application contains basic information about yourself and your role, two written response questions, one video response, and an optional opportunity to submit up to 5 pages of supporting documentation.



SCORING: After all applications are submitted by March 12, regional scoring committees will identify three region-level semi-finalists in each of the nine regions for a total of 27 region-level semi-finalists across the state. All region-level applicants will be notified of their application decision by April 12, 2023.



Part 1 Application Components

Basic Information

- *Not Scored*
- Includes demographic information like age, gender, and ethnicity
- Includes information about your professional background, including years of experience
- Includes information about your school and/or district, such as size, region, and location

Response Questions

- *Scored*
- Includes two questions regarding community engagement and commitment to diversity
- Responses are limited to 750 words each.

Video Response Question

- *Scored*
- Includes one question regarding the story of your school or district and your role in that story
- Response is limited to 5 minutes.

Supporting Documentation

- *Optional*
- Used to provide additional evidence for references made in your extended responses
- May include student success data, project plans, communication materials, etc.
- Limited to 5 pages total





Answer in the Chat:

Which section will not be shared with the reviewing committee?

- a. Basic Information
- b. Response Questions
- c. Video Response Question
- d. Supporting Documentation



Answer in the Chat:

A. Basic Information

Response Questions

Principal of the Year

- How do you strategically engage with community stakeholders to support your school's mission, vision, and goals?
- How do you define diversity within your school and community? In this context, what does it mean to have a commitment to diversity as a school leader? How have you applied this commitment in your school and community?
- *Both responses limited to 750 words.*

Supervisor of the Year

- How do you strategically engage with community stakeholders to support your district's mission, vision, and goals?
- How do you define diversity within your district and community? In this context, what does it mean to have a commitment to diversity as a district leader? How have you applied this commitment in your district and community?
- *Both responses limited to 750 words.*



Response Questions: Addressing Common Missteps

- Are you answering the question?
 - Take the time to unpack the question and think about what it is asking.
 - Ask someone else to read your response and ask if they can determine the question being addressed.
- Are you answering **all parts** of the question?
 - Use the unpacking strategy from the guidebook to ensure that you plan for and address all parts of the prompt with sufficient detail.



Response Questions: Addressing Common Missteps

- Are you giving a comprehensive picture of yourself as a **leader** throughout all responses?
 - Try to avoid using the same example or idea in your response to each question. Your goal is to give a complete picture.
- Are you writing to show what leadership and learning looks like in your classroom?
 - Write to **show not tell**. Use examples and stories of things that students, parents, or colleagues have said or done.
 - Show how your work influenced the learning and growth of others through examples and evidence. Highlight your accomplishments rather than being humble about them.
 - Write “through” the word count in your draft. Often, it takes writers some time to get to the best part of their responses, so begin by writing more than you need, then strategically edit to meet the word count.



Video Response Question

Principal of the Year

- What is the story of your school and what role do you play in that story? Include evidence to support your response.
- *Response limited to 5 minutes.*

Supervisor of the Year

- What is the story of your district and how have you played a role in that story? Include evidence to support your response.
- *Response limited to 5 minutes.*



Video Response Question: Best Practices

- Utilize the checklist of questions to address common missteps when drafting your video response script.
 - Are you answering the question?
 - Are you answering **all parts** of the question?
 - Are you giving a comprehensive picture of yourself as a leader throughout all responses?
 - Are you telling a story to show what leadership and learning looks like in your classroom?
- Ensure reviewers have viewing access throughout the review period.
 - To create a link to your video, consider uploading to YouTube, Google Drive, Dropbox, or a similar file-sharing website. Set the viewing privacy settings and/or permissions to “Anyone with a Link” to ensure reviewers can access your video. Do not delete or move your video until you have received a notification from the program coordinator that scoring has been completed.



Video Response Question: Best Practices

- Maximize the quality of your audio.
 - Clear audio is critical to a great video. If possible, be sure to record in a quiet room and utilize earbuds with a microphone. If you are not able to use an external microphone or earbuds, stay within 1-1.5 ft. of the microphone on your recording device.
- Follow all school- and district-level media policies.
 - If you choose to include photos or videos of students, please ensure you are following all school- and district-level media policies. As a best practice, all students featured in your video should have a current media release on file.





Answer in the Chat:

True or False – True or False – Video quality and composition will be a scored component of the video response.



Answer in the Chat:

False- Video responses will only be scored on the basis of your spoken response.

Optional Supporting Documentation

- Supporting documentation is permitted to provide additional evidence for references made in your extended responses.
- Some examples of supporting documentation include student success data, project plans, parent or community communications materials, etc.
 - Please ensure all supporting documentation adheres to your school and/or district's privacy policies (i.e. media releases).
 - It is important to note that the application, including supporting documentation, will be redacted for identifying information to reduce potential unconscious bias. As such, it is best to ensure your supporting documentation is still easily understood without logos, names, or specific addresses.
- Supporting documentation is completely **optional** and choosing not to submit supporting documentation will **not** penalize the applicant in any way.
 - If you choose to submit supporting documentation, documentation is limited to **5 pages maximum** for the part I application.



Optional Supporting Documentation: Best Practices

- ***Directly connect supporting documentation to the written responses, but do not rely on supporting documentation to make your case:***
 - Supporting documentation should not be a substitute for high-quality explanation in the narrative nor stand alone as extraneous information.
 - Effective supporting documentation should **extend** a reviewer's understanding of your written responses by directly connecting to aspects of the narrative where additional evidence (such as student data) may make your writing clearer.
- ***Ensure each page of the supporting documentation demonstrates the **Principal and Supervisor of the Year** criteria:***
 - In some cases, you may identify that the written response prompts do not permit you to share characteristics of your leadership or specific experiences that fully demonstrate your ability to serve as Principal or Supervisor of the Year. Like the best practice above, effective supporting documentation can serve to **expand** your reviewer's understanding of your ability to meet the Principal and Supervisor of the Year criteria.
 - To ensure reviewers understand what they are viewing and why it is important, be sure to provide notes with relevant information and context for any materials not directly addressed in the narrative.





Answer in the Chat:

Why might you submit supporting documentation?

Part 1 Application Scoring

- Each written response question will be assessed according to the degree to which the response:
 - adheres to standard grammar, spelling, and punctuation conventions;
 - answers the question clearly and concisely; and
 - provides a compelling narrative that speaks to the applicant's ability to serve as the Tennessee Principal or Supervisor of the Year.
- The video response question will be assessed according to the degree to which the response has the following desirable qualities:
 - Delivery is made according to instructions (topic and time limit).
 - Candidate displays qualities of confidence, optimism, and sincerity.
 - Message is well organized, easy to follow and understand, and relevant.



Part 1 Application Scoring

- Additionally, the application will be evaluated holistically to assess the degree to which the applicant:
 - manages and motivates students and faculty/staff,
 - evokes high standards,
 - demonstrates a commitment to excellence,
 - implements innovative programs, and
 - has a track record of exceptional gains in student learning.





Questions?

Additional Resources

- **Tennessee Principal of the Year Website:** Includes specific program criteria with resources for applicants and 2023-24 cycle-specific information
- **Tennessee Supervisor of the Year Website:** Includes specific program criteria with resources for applicants and 2023-24 cycle-specific information
- **Principal and Supervisor of the Year Applicant Series:**
Webinar #3 – Approaching the Part 2 Application: April 18 from 3:30-4:30 p.m. CST. Register [here](#).
- **Weekly Office Hours:** Held on Mondays from 3-4 p.m. CST from January 31 to April 10. *Access office hours* [here](#).
Office Hours will NOT be held on Monday, March 6.





Answer in the Chat:

As a result of this webinar, what next step will you take to prepare for the Tennessee Principal or Supervisor of the Year process?





Thank You!

For questions, contact Sarah Brown at Sarah.Brown@tn.gov

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