Overview of the Tennessee Principal and Supervisor of the Year Part 2 Applications

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#TNBestforAll

PRINCIPAL OF THE YEAR

SUPERVISOR OF THE YEAR

TN Department of Education

BEST FOR ALL

We will set all students on a path to success.

ACADEMICS

ALL TENNESSEE STUDENTS WILL HAVE ACCESS TO A HIGH-QUALITY EDUCATION, NO MATTER WHERE THEY LIVE

STUDENT READINESS

TENNESSEE PUBLIC SCHOOLS WILL BE EQUIPPED TO SERVE THE ACADEMIC AND NON-ACADEMIC NEEDS OF ALL STUDENTS IN THEIR CAREER PATHWAYS

EDUCATORS

TENNESSEE WILL SET A NEW PATH FOR THE EDUCATION PROFESSION AND BE THE TOP STATE IN WHICH TO BECOME AND REMAIN A TEACHER AND LEADER FOR ALL

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PROGRAM GOALS

PRINCIPAL OF THE YEAR
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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
TN Department of Education

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**.

AGENDA

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- Review of Region-Level Selection
- Part 2 Application Components
  - Response Questions & Addressing Common Missteps
  - Video Response Questions & Best Practices
  - Additional Documentation & Best Practices
- Part 2 Application Scoring
- Q&A

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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 2 applications
- Identify best practices for approaching each component

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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?

Grand Division-Level Selection

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If you are selected as a region-level semi-finalist, the program coordinator will provide the part II application to you via email by April 17. **Part 2 applications must be submitted by June 1.**

DESCRIPTION: The part 2 application contains two written response questions, one video response, a professional resume, two letters of recommendation, a professional biography, a headshot, a completed signature page from your director of schools, and an optional opportunity to submit up to 5 pages of supporting documentation.

SCORING: The part 2 application will be scored by a statewide scoring committee who will identify one finalist in each region of the state for a total of nine region-level finalists for each program. All applicants will be notified of their application decision by July 2, 2023.

Part 2 Application Components

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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
- ***Must only be completed if there have been changes to this information since submitting the part 1 application.***

Response Questions

- *Scored*
- Includes two questions regarding leadership practice
- Responses are limited to 500 words each.

Video Response Question

- *Scored*
- Includes one question regarding the story of your professional philosophy
- Response is limited to 2 minutes.

Additional Documentation

- *Holistically Scored*
- Professional resume
- Two letters of recommendation (limited to 1 page each)
- Professional biography (limited to 250 words)
- Optional supporting documentation (limited to 5 pages maximum)

Non-Scored Components

- *Not Scored*
- Professional headshot for department marketing materials
- Signature page from director of schools

Response Questions

- The following questions pertain to the Tennessee Instructional Leadership Standards (TILS).

a. Which of the Tennessee Instructional Leadership Standards (TILS) is your strength? How do you utilize this strength to ensure success?

b. Which of the Tennessee Instructional Leadership Standards (TILS) is an area of opportunity for your growth? How do you plan to improve within this area?

Both responses are limited to 500 words.

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- Describe a project or initiative you have been involved in which contributed to the improvement of your district. What was your role, how did you collaborate with others, and what is the status of this project today? Include evidence of impact in your response.

- Effective leaders continually reflect on their performance and seek feedback to improve their practice. As a leader in your district, describe how you reflect on your performance and seek feedback to improve your practice. What is an area of opportunity that you have identified for your professional growth, and how do you plan to improve within this area?

- *Both responses limited to 500 words.*

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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.
- 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 school or district?
  - 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

- **EDUCATION ISSUES AND TRENDS:** It is essential that leaders be knowledgeable of current state and national issues.
  - What do you see as a major education issue today?
  - Identify an issue that you consider to be the highest priority or most important for your school.
  - Share with us any ideas or strategies that you have for both bringing attention to the issue and addressing it.
- Do not exceed two minutes.

Supervisor of the Year

- **EDUCATION ISSUES AND TRENDS:** It is essential that leaders be knowledgeable of current state and national issues.
  - What do you see as a major education issue today?
  - Identify an issue that you consider to be the highest priority or most important for your school or district.
  - Share with us any ideas or strategies that you have for both bringing attention to the issue and addressing it.
- Do not exceed two minutes.

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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 school or district?
- 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.
- 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.

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Answer in the Chat:
True or False – I can delete my video response after I submit my application.

Answer in the Chat:
False – I **should not** delete my video response until I am notified by the coordinator that I have not been selected as a finalist.

Additional Documentation

- Professional Resume
- Two Letters of Recommendation
- Professional Biography
- *Optional* Supporting Documentation

Professional Resume

- At a minimum, the professional resume includes the following required components:
  - **Education:** In this section, you should list any degrees that you have earned or are currently completing.
  - **Professional Experience:** In this section, you should list your most recent jobs and associated responsibilities. Be sure to note significant accomplishments in each role as well as key features of each position.
  - **Professional Leadership:** In this section, you should list any professional leadership positions you have held. Professional leadership may include district-level responsibilities such as leading professional development or region-level responsibilities such as serving on your area's Principal Study Council.
  - **Community Leadership and Involvement:** In this section, you should list any leadership positions you have held or community organizations you have been involved with. This might include non-profits, faith-based organizations, or service organizations.
  - **Awards and Recognition:** In this section, list any awards or recognition you have received for your work as an educator. This may include your district-level Principal or Supervisor of the Year award, community awards or recognition, any published articles, presentations, or featured news items.

Professional Resume: Best Practices

- Because your contact information is included elsewhere in the application, you can save space by leaving out your address and contact information on the resume.

- Similarly, since the process includes letters of recommendation, you can also save space by leaving out any references.

- Emphasize skills and experience related to the Principal and Supervisor of the Year criteria.

- Write your responsibilities using the Action + Results format and begin with an action verb to describe the type of work you did. For example: Led school improvement team to analyze and accelerate student learning, which resulted in a 15% increase in student proficiency on the TNReady.

- Be sure to define all acronyms. For example: School representative for the Tennessee Education Association.

- Proofread carefully to ensure your resume has no spelling, grammar, or formatting errors.

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Letters of Recommendation

- Two letters of recommendation total
  - Both may be from anyone you choose.
- In general, every letter should:
  - Be one page in length.
  - Be typed.*
  - Be a PDF.
  - Include evidence of the applicant's strength in on or more of the Principal and Supervisor of the Year criteria.

*Applicants may submit handwritten, translated, or transcribed letters if the letter is from a student, parent, or adult caregiver. Transcribed/translated letters must include the name and signature of the transcriber/translator and may not be transcribed/translated by the applicant.

Letters of Recommendation: Best Practices

- Share the Principal and Supervisor of the Year criteria with those who will be writing the letters of recommendations as well as identify several key criteria for each letter writer to focus on.

- Reviewers will pay special attention to how an applicant's accomplishments have impacted student success. In the letters of recommendation, student success can be documented either anecdotally or with statistical evidence. A mix of both makes for a stronger application.

- To reduce the impact of implicit bias on our awards and recognition programs, we may redact identifying information from letters of recommendation before the selection committee begins their review. To support this effort, we encourage applicants and recommenders to use words and phrases like "our school," "our community," "a colleague," etc. instead of naming particular places or individuals.

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Professional Biography

- The professional biography is used by the Tennessee Department of Education when responding to requests for information about finalists as well as in public releases and promotional materials.
- The professional biography should articulate your influences for entering the teaching profession and your greatest contributions and accomplishments as an educator.
- The professional biography must not exceed 250 words and must be written in the 3rd person.
- When writing the professional biography, consider the following questions:
  - Why did I seek a career in education?
  - What experiences led me to the place I am today?
  - What is my teaching philosophy?
  - What degrees do I hold?
  - What are my greatest contributions to the teaching profession?
  - What are significant accomplishments I have made in the teaching profession?
  - What awards or recognition have I received?

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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 2 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.

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Answer in the Chat:
True or False – All of my additional documentation should highlight how I exemplify the program criteria.

Answer in the Chat:
True – All of my additional documentation should highlight how I exemplify the program criteria.

Part 2 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 2 Application Scoring

- Additionally, the additional documentation will be evaluated holistically to assess the degree to which the applicant meets the Tennessee Principal or Supervisor of the Year criteria.

- Lastly, the application will be evaluated holistically to assess the degree to which the applicant meets the Tennessee Principal or Supervisor of the Year criteria.

Questions?

Additional Resources

Tennessee Principal of the Year Website: Includes specific program criteria with resources for applicants and 2022-23 cycle-specific information

Tennessee Supervisor of the Year Website: Includes specific program criteria with resources for applicants and 2022-23 cycle-specific information

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?

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Thank You!

For questions, contact Micah Fager at Micah.Fager@tn.gov or Martha Moore at Martha.Moore@tn.gov.