

# 2023-24 Tennessee Supervisor of the Year

## Eligibility and Application Guidelines

The goal of the Tennessee Supervisor of the Year program is to recognize and celebrate the wealth of excellent district leaders that exist across the state. We applaud district leaders who devote their professional lives to enriching the lives of Tennessee children. This honor is earned by demonstrating 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.

### Eligibility

**A Tennessee Supervisor of the Year candidate must:**

- have a minimum of five (5) years of professional experience in public schools;
- have a minimum of one (1) year of experience as an administrator; and
- at all levels of recognition, must be employed as a supervisor in a Tennessee public school system.

### Part II Application Guidelines

Region-level finalists must complete the part II application to progress to the state-level selection process. Applicants should complete the online application form provided to all finalists via email by **11:59 p.m. CT on June 1, 2023**.

To save the application while completing it online:

1. Click the "Save and Resume Later" link at the bottom of the page.
2. Click "Save and get link" in the dialog box.
3. Follow the instructions to copy the link to your application. In addition, enter applicants should enter an email address in the space provided to have the link emailed. This link is needed to access the application once the browser has been exited.
4. Check your email to confirm receipt of the link before exiting the application.

*Note: This feature will save all information entered into the form **except uploaded attachments**; these will need to be uploaded just **prior to submission**. Additionally, the "Save and Resume Later" function will only save your work for **up to 60 days**.*

Below is a summary of the application components and guidelines for completing each section. Criteria used to score each section is also noted.

### **Basic Information**

Complete this section in its entirety. Only information denoted with an asterisk is required. Please check for accuracy prior to submission. This section is not scored for content.<sup>1</sup>

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<sup>1</sup> The Tennessee Supervisor of the Year will be selected without regard to race, color, religion, sex, age, or national origin, and will not be discriminated against on the basis of disability. This information will not be shared with the selection committee.

### **Response Questions**

Review the response questions listed at the end of the application and submit your responses in the spaces provided on the online form.

Spell check, word count, and other word processing features are not available in the online application. **Applicants are encouraged to use a word processing application to draft written responses, then copy and paste the text into the online application.** Please limit your answers to the number of words requested in each question. In order to provide all applicants with an equal opportunity, only the number of words requested will be considered.

This section will be scored based on the degree to which each 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 Supervisor of the Year.

### **Supporting Documentation**

Upload one single PDF file in the space provided on the online form.

Supporting documentation is permitted to provide additional evidence for references made in your extended responses. Some examples of supporting documentation include: data, parent or community communications materials, major work products from projects or initiatives, etc. Please ensure all supporting documentation adheres to your district's privacy policies (i.e. media releases).

This section will be scored holistically, meaning that supporting documentation will not be given an individual score. Rather, supporting documentation will be considered when assigning an overall score for the application.

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**. Any documentation over this maximum will not be provided to reviewers.

### **Video Response Question**

Provide one link to a video file in the space provided on the online form.

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.

Videos must be no longer than **2 minutes**. Any videos over this time limit will not be provided to reviewers.

### **Professional Resume**

Please upload a PDF of your professional resume that includes evidence of the following components: Education, Professional Experience, Professional Leadership, Community Leadership and Involvement, and Awards and Recognition.

This section will be scored holistically, meaning that the professional resume will not be given an individual score. Rather, supporting documentation will be considered when assigning an overall score for the application.

### **Letters of Recommendation**

Attach two (2) letters of recommendations that support your qualifications to be the 2022-23 Tennessee Supervisor of the Year. Each letter should not exceed one page in length. These letters must be submitted as PDF files.

This section will be scored holistically, meaning that the letters of recommendation will not be given an individual score. Rather, letters of recommendation will be considered when assigning an overall score for the application.

### **Professional Biography**

Your professional biography should articulate your influences for entering the teaching profession and your greatest contributions and accomplishments as a district leader. Please complete your professional biography in the 3rd person, as this will be used on the Tennessee Department of Education (TDOE) website and in other promotional materials. By completing this section, you agree that your biography can be used in TDOE materials. Please do not exceed 250 words.

This section will be scored holistically, meaning that the professional biography will not be given an individual score. Rather, the professional biography will be considered when assigning an overall score for the application.

### **Headshot**

Attach a headshot (color, portrait orientation, 300 ppi, .jpg format).

The headshot will not be scored or provided to the scoring committee. However, applications that do not include a headshot will be deemed ineligible and will not be shared with the scoring committee. By completing this section, you agree that your headshot can be used in TDOE materials.

### **Signature Page**

Complete and upload the [director of schools' signature page](#) to indicate the endorsement of the director of schools.

This section will be assessed for completion only. Applications lacking a signature page will be deemed ineligible and will not be shared with the scoring committee.

**The online application submission deadline is 11:59 p.m. CT on June 1. Applications received after the deadline will be considered ineligible.**

## Tennessee Supervisor of the Year 2023-24 Application – Part II

### Basic Information

Applicant Information	
Applicant Name:	
Email Address:	

Applicant Information - <i>You are only required to complete this section again if any information in this section has changed since submitting the part I application.</i>	
TN Educator License Number:	
Twitter:	Facebook:
Instagram:	Personal Blog or Website:

Demographic Information - <i>You are only required to complete this section again if any information in this section has changed since submitting the part I application.</i>		
*Age:	*Gender:	*Ethnicity:

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District Information - <i>You are only required to complete this section again if any information in this section has changed since submitting the part I application.</i>	
District:	
Director of Schools:	Director of Schools' Email:
CORE Region:	

Experience in Tennessee Public Schools - <i>You are only required to complete this section again if any information in this section has changed since submitting the part I application.</i>	
Years of Experience in Present Position:	
Number of Certified Personnel Under Your Supervision:	
Years of Administrative Experience:	Years of Professional Experience:

Scope of Responsibility - <i>You are only required to complete this section again if any information in this section has changed since submitting the part I application.</i>	
Grades:	Elementary      Middle      High      District-wide
Focus Area:	General Ed    Special Ed    CTE    Federal Programs (excluding Title I)    Title I    Other
Subject Area:	Art    Health/Wellness    Language Arts/Reading    Math    Music    Science Social Studies    Technology    Other

## Response Questions

Please address the prompts below carefully and directly, limiting your responses to the length indicated. **In your response, do not refer to yourself, your community or your system by name.** Responses should describe your role as a supervisor.

Consider planning your response in a word document to utilize the word count and spell check features and copy and paste your responses into the Formstack fields.

1. 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. *Do not exceed 500 words.*
2. 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? *Do not exceed 500 words.*

## Supporting Documentation

Supporting documentation is **optional**. You will **not** be penalized for choosing not to upload supporting documentation. If you choose to submit supporting documentation, documentation is limited to **5 pages maximum**. Any documentation over this maximum will not be provided to reviewers.

Please combine all supporting documentation into one single PDF file labeled with the following filename: LastName\_SOY\_SupportingDocs.pdf. You can find out more about how to combine PDF files [here](#).

## Video Response Question

Please address the prompt below in a video that is **no longer than 2 minutes**.

- **EDUCATION ISSUES AND TRENDS:** It is essential that educators 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 district.
  - Share with us any ideas or strategies that you have for both bringing attention to the issue and addressing it.

Please provide one link to a video file in the space provided on the online form. 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.

## Professional Resume

Please upload a PDF of your professional resume with the following components:

**Education** - List the educational institutions and degrees (*only include degrees that have been conferred*) you have obtained beginning with the most recent, in a bulleted list, as follows:

- Year, Degree, Institution, City, State

**Professional Experience** - List your job responsibilities using bullet points using the format below. Please limit to no more than five for each position.

- Years, Position, Employer
  - Job duties
  - Job duties

**Professional Leadership Positions** - List any professional leadership positions you have held, in reverse chronological order, in a bulleted list as follows:

- Year(s), Position, Institution or Organization

**Community Leadership/Involvement** - List any leadership positions you have held or community organizations you have been involved with, in reverse chronological order, in a bulleted list as follows:

- Year(s), Position, Institution or Organization

**Awards and Other Recognition** - List any awards or recognition (i.e., district Supervisor of the Year, published articles, presentations, etc. related to your teaching experience) you have received for your work as an educator, in reverse chronological order, in a bulleted list as follows. You are not required to attach hard copies of certificates or awards.

- Year, Award, Institution or Organization

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