# 2025-26 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 I Application Guidelines
District-level finalists must complete the part I application to progress to the region-level selection process. Applicants should complete the online application form by **11:59 p.m. CST on March 24, 2025. Applications received after the deadline will be considered ineligible.**

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.[1]

## Written Response Questions

Review the response questions listed 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.

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[1] 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.

Videos must be no longer than **5 minutes**. Any videos over this time limit will not be provided to reviewers.

# Tennessee Supervisor of the Year
## 2025-26 Application – Part I

## Basic Information

| Contact Information | |
|---|---|
| Applicant Name: | |
| Email Address: | Phone: |
| TN Educator License Number: | |
| Twitter: | Facebook: |
| Instagram: | Personal Blog or Website: |

| Demographic Information | | |
|---|---|---|
| *Age: | *Gender: | *Ethnicity: |

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| District Information | |
|---|---|
| District: | |
| Director of Schools: | Director of Schools' Email: |
| CORE Region: | |

| Experience in Tennessee Public Schools |
|---|
| Years of Experience in Present Position: |
| Number of Certified Personnel Under Your Supervision: |
| Years of Administrative Experience: |
| Years of Professional Experience: |

| Scope of Responsibility |
|---|
| 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* |

## Written 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. How do you strategically engage with community stakeholders to support your district's mission, vision, and goals? *Do not exceed 750 words.*

2. 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? *Do not exceed 750 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 5 minutes.**

1. What is the story of your district and how have you played a role in that story? Include evidence to support your response.

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.