



STATE OF TENNESSEE  
**DEPARTMENT OF EDUCATION**  
NINTH FLOOR, ANDREW JOHNSON TOWER  
710 JAMES ROBERTSON PARKWAY  
NASHVILLE, TN 37243-0375

**BILL HASLAM**  
GOVERNOR

**CANDICE MCQUEEN**  
COMMISSIONER

### Notice of Vacancy

**Position:** Superintendent

**Location:** Tennessee School for the Deaf  
2725 Island Home Boulevard  
Knoxville, TN 37920

West Tennessee School for the Deaf  
100 Berryhill Drive  
Jackson, TN 38301

The Tennessee School for the Deaf (TSD) and the West Tennessee School for the Deaf (WTSD) have a rich and extensive history of serving Deaf and Hard of Hearing students since 1844. They are the only state special schools in Tennessee specifically designed to offer specialized instruction to students who are Deaf/Hard-of-Hearing. The schools currently serve approximately 300 students in its academic programs. TSD also has a residential program. TSD partners with local education agencies (LEA) across the state to provide transportation for its students. The main campus of TSD also houses a Resource Center for the Deaf and Hard of Hearing that offers services to public school systems, to eligible, private non-profit agencies, and to state special schools across the state. Finally, TSD and WTSD offer an Outreach Program to districts across the state. These services include assessment in the areas of hearing, academics, psychology, and interpreting as well as direct service in these same areas. It is the role of the Superintendent to manage the daily functionality of the school to include the academic instruction, residential program, resource center, outreach program, maintenance department, food service, healthcare, and procurement.

In the current organizational structure, the Superintendent is supported by a Director of Instruction, Director of Student Life, Director of Comprehensive Education Resource Center, Director of Business and Support Services, and Director of Facilities Management. The State Board of Education has delegated the governing authority of the Tennessee School for the Deaf to the Commissioner of Education, who is appointed by the Governor. The schools are managed by a Superintendent who reports to the Commissioner of Education through the Deputy Commissioner Chief Operating Officer.

To obtain more information, please see: [www.tsdeaf.org](http://www.tsdeaf.org) or <http://www.wtsd.tn.org>.

#### **Responsibilities:**

1. Oversee the daily operation of the instructional programs, residential program, Resource Center for the Deaf and Hard of Hearing, LEA outreach services, maintenance, food services, health services, and security.
2. Ensure that the Tennessee State Standards are maintained and followed.
3. Ensure compliance with all federal and state statutes and regulations.
4. Provide supervision and coordinate oversight for approximately 250 employees at both campuses.

- a. All certified staff must be evaluated through the state’s TEAM evaluation model while all classified staff, including Educational Assistants, must be evaluated via the state’s SMART goal system.
5. Collaborate with Department of Education to develop a working budget and a five-year plan of operation. This includes:
  - a. Management and reconciliation of each fiscal year’s budget(s).
  - b. Forecasted improvement planning based on student-level achievement data, staff professional development needs, campus upgrades, and etc.
6. Collaborate with Department of Education, Department of General Services Administration, architects, construction contractors and vendors during design and completion of capital projects (greater than \$100,000) and major maintenance projects (less than \$100,000). Current projects include:
  - a. Cottage upgrades,
  - b. New Central Dining Hall, High School, and Library at the TSD campus
  - c. Administrative housing renovation
7. Collaborate with universities and teacher training programs to conduct research benefiting the educational needs of students challenged by hearing loss and to provide field experience for students pursuing careers in the field of deaf education.
8. Maintain positive and productive relationships with TSD Alumni, community, advocacy groups, parents, faculty, staff, and students.

**Strategic Priority:**

The Tennessee Department of Education has placed an emphasis on improved achievement and post-secondary outcomes for students with disabilities. Moreover, we expect to see faster growth for students who are the furthest behind. Thus, the Superintendent must be well-versed and competent in both the management of daily operations and the delivery of high-quality academic instruction.

**Qualifications:**

Applicants must hold a Master’s Degree or higher, Tennessee teaching and administrative licenses and/or meet the teaching and administrative licensing requirements. Candidates must also have a minimum of five years of district- or school-level leadership experience, preferably at a Principal role or higher. Preference is given to applicants who hold a Deaf endorsement and/or have direct experience working with students with hearing loss.

Compensation will be commensurate with experience, and there is on-campus housing available for the Superintendent.

**Knowledge & Abilities:**

*Candidates should be knowledgeable of:*

- Principles, practices, concerns, and trends of school administration, management, and educational issues in serving Deaf and Hard of Hearing students;

- Fiscal planning & oversight, personnel management, strategic planning, curriculum and instruction, facilities planning, community relations, and legislative relations;
- Early intervention and early intervention strategies;
- Transition services;
- Local, state, and national programs for the Deaf and Hard of Hearing; and
- Deaf culture needs and issues.
- Knowledgeable of the bilingual philosophy and has the ability to implement bilingual best practices in education.

*Candidates must possess the abilities and interpersonal skills to:*

- Communicate fluently in American Sign Language;
- Promote and ensure academic and instructional excellence in all educational programs according to rigorous content and performance standards for all students served;
- Develop and implement procedures to ensure quality control of all programs and services;
- Promote parent and community partnerships and involvement in school activities;
- Maintain general oversight and monitor business functions of a state operated agency including all budgetary functions, and plant operation's needs;
- Promote and implement appropriate personnel practices and labor relations policies; and
- Establish and maintain effective communications with all constituency groups to integrate the activities of diverse interests to attain common goals.

**Recruitment and Selection Procedure:**

Recruitment for this position is being conducted throughout the United States. A screening committee will review and evaluate the qualifications and supplemental materials submitted by the applicants. Candidates determined to be the most qualified will be invited to interview on campus.

**Statement of Qualifications Items:**

1. Describe two (2) of your most significant professional accomplishments related to programs serving Deaf and Hard of hearing students in the K-12 education system.
2. Describe your leadership or management style. Cite examples in which you have directed the activities of a diverse group to meet specific goals.
3. Identify the processes and methods you use to lead, manage, and evaluate the use of curriculum for educating Deaf and Hard of hearing students.
4. Briefly describe your experience(s) in each of the following areas:
  - Working effectively with school personnel in a variety of capacities;
  - Managing and/or administering budgets and personnel;
  - Establishing and maintain effective communication with all constituency groups; and
  - Promoting parent and community partnerships and their involvement in school activities.

**How to Apply:**

Applicants should send these materials, letter of intent, resume, and list of three references to Dr. Kathleen Airhart, Deputy Commissioner / Chief Operating Officer at [Kathleen.Airhart@tn.gov](mailto:Kathleen.Airhart@tn.gov).

**Application Due Date:**

March 10<sup>th</sup>, 2017

**Disclosures:**

The selected applicant must be able to pass a series of background checks.

*Pursuant to the State of TN's policy of non-discrimination, the Department of Education does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, age, disability, or military services in its policies, or in the admission of, access to, treatment, or employment in its programs, services, or activities.*