Tennessee Learning Centered Leadership Policy

Implementation Questions and Answers

June 1, 2009

Local school systems, educators, higher education institutions, and candidates for licensure should review the Tennessee Learning Centered Leadership Policy the Licensure Transition Plan Guidelines, the Tennessee Leadership Redesign Process, and the Leadership Redesign - A Conversation (see web page links below) to fully understand the answers provided to the following questions:

1. Who are the educators affected by the new leadership policy?

Educators who hold an administrator license and are employed in an administrative position defined by the policy (i.e. assistant principals, principals, and instructional supervisors) must meet the renewal and advancement requirements of the new policy beginning September 15, 2009. Educators who hold an administrator license and are not employed in an administrative position may renew their license.

2. Under the new leadership policy, must educators hold an administrator license and/or be employed in an administrative position to be eligible to receive an advanced degree salary rating based upon holding an advanced degree in administration or instructional leadership?

The new leadership policy does not change the State Board of Education rule 0520-2-4-.01 regarding use of advanced degrees from regionally accredited colleges/universities for salary rating purposes.

Any advanced degree from a regionally accredited college/university is placed on any educator's license and is applicable for salary rating purposes for either a teaching or administrative position. Educators who complete any type of advanced degree with an administrative or instructional leadership focus, with or without an administrator license, will continue to be eligible for the advanced salary rating.

3. Who are the educators considered to be employed as an "instructional supervisor" under the new leadership policy?

Educators serving in the following positions where the major responsibilities of the position are focused toward the instructional program are considered an "instructional supervisor:

Supervisor/Coordinator of Instruction
Curriculum Coordinator
Supervisor/Coordinator of Special Education
Supervisor/Coordinator of Vocational/Career and Technical Education
Supervisor/Coordinator of Federal Programs

Educators serving in these "instructional supervisor" positions who hold an administrator license are required to meet the license renewal and advancement requirements of the new leadership policy. However, the State Board of Education rule 0520-1-2-.03 (10) allows a local school systems to employ an educator to serve either as a supervisor/coordinator of special education, a supervisor/coordinator of vocational/career and technical education, or a supervisor/coordinator of federal programs with or without an administrator license if they meet other employment standards. Educators employed in these positions without an administrator license are only required to maintain their teacher license and meet Tennessee Academy for School Leaders (TASL) requirements.

4. Under the new leadership policy and State Board of Education rules, must an educator serving as an assistant principal hold an administrator license?

Along with the new leadership policy, the State Board of Education adopted new section to rules 0520-1-2-.03 and 0520-2-3-.02 that state the following: "Effective September 15, 2009, assistant principals, teaching principals, or dual assignment personnel with more than 50% of their responsibilities involved in instructional leadership must be properly licensed or be enrolled in a State Board approved instructional leadership program."

The director of schools for a public school system is responsible for determining or designating the level of involvement in the instructional program required for an assistant principal and insuring the appropriate opportunity for involvement of the assistant principal in TASL and the licensure renewal and advancement requirements.

5. Under the new leadership policy, can an educator who does not currently hold an administrator degree or license be employed as an assistant principal position that has more than 50% responsibilities involved in instructional leadership?

An educator who is admitted to and enrolled in an approved leadership licensing program can be employed in an assistant principal position that has more than 50% responsibilities involved in instructional leadership. The educator will be issued the ILL-A license upon verification/recommendation from the college/university and the employing school system. The ILL-A license is valid for five years while the candidate is employed as an assistant principal and making progress in completing the leadership licensing program. Upon completion of the licensing program, the candidate is recommended by the college/university to advance to the ILL-B license.

6. Under the new leadership policy, must an educator who serves as an assistant principal and holds a beginning level administrator license (BAL or ILL-B) advance to the professional level administrator license (PAL or ILL-P)?

Educators serving as an assistant principal are not required to advance a beginning level administrator license. However, it is the intent of the new leadership policy to allow educators serving as an assistant principal the opportunity to meet the requirements to advance to a professional level administrator license while serving as an assistant principal.

7. Must an educator serving as a principal or instructional supervisor meet the license renewal and advancement requirements of the new leadership policy?

Educators serving in administrative positions defined by the new leadership policy must meet license renewal and advancement requirements during their employment beginning September 15, 2009. See the Licensure Transition Plan Guidelines for specific information and dates affecting administrators holding the BAL license, PAL license, ILL-B license or ILL-P license.

8. Under the new leadership policy, can an educator renew their administrator license if they are not employed in an administrative position?

Educators who hold an administrator license but only serve as a teacher or in another professional position in schools the does not require the educator to hold an administrator license, or who are not currently employed, must apply to renew their administrator license based upon the expiration date of the license and meet the renewal requirements indicated in the Licensure Transition Plan Guidelines.

9. Under the new leadership policy, what happens if an educator currently holds the Beginning Administrator License (BAL) and is not currently employed in an administrative position, or is employed in an administrative position but has not yet advanced to the Professional Administrator License (PAL)?

Beginning September 15, 2009, educators who hold the BAL license and are not employed as an administrator, or who become employed as an administrator and do not complete PAL advancement requirements prior to September 1, 2015, will be issued the ILL-B license upon renewal of their administrator license.

Educators employed as an administrator with a BAL license must advance to the PAL license or the ILL-P license within no more than three school years. See the Licensure Transition Plan Guidelines for more detail.

Educators who seek employment as an administrator may use the BAL license to be employed and complete the advancement requirements for the PAL license or the ILL-P license prior to September 1, 2015. After that date, the BAL license will transition to the ILL-B license and requirements for advancement to the ILL-P license must be completed.

10. Under the new leadership policy, what happens if an educator currently holds the Professional Administrator License (PAL)?

Educators who hold the PAL license are not required to transition or advance from the PAL until September 1, 2022. However, most educators employed as administrators will meet the requirement to transition to the ILL-P license or advance to the ILL-E license prior to that date by completing TASL requirements and local evaluations and license renewal/advancement recommendations based on the Tennessee Instructional Leadership Standards (TILS). Beginning September 15, 2009, both TASL and local school system evaluations of administrators will be based upon the TILS.

Educators who hold the PAL license and are not employed as an administrator, or who become employed as an administrator and do not complete ILL-P transition or ILL-E advancement requirements prior to September 1, 2022, will be issued the ILL-P license upon renewal of their administrator license at that time.

11. Under the new leadership policy, does an educator have to hold a teacher license to obtain the new Instructional Leader License?

The new leadership policy and licensure standards for the Instructional Leader License require a candidate to hold a current, valid Tennessee teacher license and have at least 3 years of successful education work experience to be issued the ILL-B license. Under Tennessee law, any educator license issued by the Department of Education is considered a teacher license.

12. Under the new leadership policy, who in the local school system is responsible for seeing that administrators obtain or maintain the appropriate license and complete the requirements for license renewal and advancement?

Under State Board of Education rule 0520-2-4-.01 and TCA 49-5-101, an educator is responsible for obtaining and maintaining the appropriate license required for the position in which they serve, as well as completing the requirements for license renewal or advancement.

The director of schools for a public school system is responsible under State Board of Education rule 0520-2-1-.02 (2) for evaluating an educator employed as an administrator as part of the educator's on-going employment. Under the new leadership policy, the director of schools is also responsible for promoting the professional growth of administrators by assigning a mentor(s) to collaborate with newly employed administrators, encouraging networking among experienced administrators for continued professional learning, and jointly determining with individual administrators appropriate professional development plans needed to meet performance goals, license renewal, and license advancement based upon the Tennessee Instructional Leadership Standards (TILS). See the Tennessee Leadership Redesign Process for additional information.

Educators employed as administrators in approved non-public schools in Tennessee must work with the head of the non-public school or school system to complete renewal or advancement requirements.

13. How is the evaluation criteria determined and the required professional development needed for administrator license renewal or advancement identified under the new leadership policy?

The new leadership policy requires the use of the new Tennessee Instructional Leadership Standards (TILS) in the evaluation and professional development of administrators. The new

leadership policy provides a matrix of the standards which describes the rubric for the various levels of leadership proficiency (Aspiring, Beginning, Professional, and Exemplary).

The director of a school system (public or non-public), along with the educator employed in an administrator position, are responsible for using the TILS in developing performance goals, conducting evaluations of performance, determining appropriate professional development activities, and designing professional development plans required to meet license renewal or advancement requirements. Each director of schools is encouraged to contact the Tennessee Academy of School Leaders (TASL) for information about recommended protocols, tools, and procedures that can be used by local school systems to address the TILS. See the Tennessee Leadership Redesign Process for additional information.

14. Under the new leadership policy, must an educator take and pass the administrator licensing test (i.e. School Leader Licensure Assessment) to obtain an administration or leadership graduate degree?

The new leadership policy and related rules require the approved administrator licensing program (i.e. Instructional Leader License) in Tennessee colleges and universities to include all the administrator licensing requirements as part of obtaining the advanced degree in education administration or leadership approved for the institution's administrator licensing program.

Candidates admitted to the new approved licensing program must take and pass the administrator licensing test to complete the program. Candidates who already hold an advanced degree only need to complete the licensing program requirements, not the requirements that apply only to an additional degree.

See Leadership Redesign - A Conversation for information on the criteria and requirements of preparation program development, partnership agreements, candidate selection, preparation curriculum, and program approval.

15. Where are the new leadership policy and the policy implementation documents located on the State Department of Education web page?

See the Department's web page (http://www.tn.gov/education) and follow the link to the Tennessee Electronic Learning Center (http://www.tnelc.org/) and/or access the items below on the Office of Teacher Licensing web page (http://www.tn.gov/education/lic) or the Office of Instructional Leadership/Tennessee Academy for School Leaders web page (http://www.tennessee.gov/education/tpd/index.shtml)

Links

Tennessee Learning Centered Leadership Policy:
http://www.tennessee.gov/sbe/Policies/5.101%20Learning%20Centered%20Leadership.pdf

Licensure Transition Plan Guidelines
http://deimos3.apple.com/WebObjects/Core.woa/Browse/tbr.k12.edu.2084259456.02084259458.2313975798?i=1797293829

Tennessee Leadership Redesign Process
http://www.tennessee.gov/sbe/edleadershipredesign.htm

Leadership Redesign - A Conversation
http://deimos3.apple.com/WebObjects/Core.woa/Browse/tbr.k12.edu.2084259456.02084259458.2319708264?i=1177912753