



- Oversee school participation in state testing. Participate in vetting state tests to ensure accessibility for blind/visually impaired students.
- Recruit, select, and hire high-quality school staff, including teachers and school-based support staff. Perform fair and timely staff evaluations using the TEAM model.
- Provide parent support and consultation; participate in parent-focused activities, etc. Serve as liaison between teachers, parents, and the community.
- Ensure instructional department communicates and works effectively with all other departments.
- Serve as a team member on the School Leadership Team.
- Participate in departmental, school, and instructional meetings as required.
- Participate in activities related to professional development and training/workshops as appropriate.
- Perform other appropriate duties as assigned.

**Required Qualifications:**

- Master's degree or higher in education from an accredited college or university.
- Must hold or be eligible for administrative licensure in the state of Tennessee.
- 5+ years teaching experience.
- 2+ years proven leadership experience.
- Strong background in curriculum and instruction.
- Certified or willing to become certified as a TVI within 3 years.

**Preferred Qualifications:**

- Endorsement/experience in teaching children with visual impairments.
- Endorsement/experience in teaching special education, specifically students with multiple disabilities.
- Strong understanding of the IEP process and SPED laws and regulations.
- Strong understanding of related services and their role in the education of students with visual impairments/multiple disabilities.
- Building level administration experience.
- Experience evaluating teacher performance.
- Ability to interact and communicate effectively with children and adults from different cultural and socioeconomic backgrounds.

**Desired Characteristics:**

- Communicate effectively as demonstrated by timely correspondence, clear/consistent directives, and an overarching attitude of respect, positivity, and growth.
- Lead with a high-level of professional integrity and honesty. Display transparency and rational in decision-making as much as possible.

- Empower teachers, related service providers, and support staff with responsibility, direction, and accountability of instruction.
- Demonstrate humility and empathy by understanding and engaging with faculty, staff, and a diverse student body on an individualized basis.
- Cultivate strong professional relationships with all stakeholders.
- Possess high level organizational, planning, and time management skills.
- Establish a strong vision for the instructional department and set realistic and attainable goals.

**Knowledge, Skills, and Abilities:**

- Comprehensive knowledge of special education principles, practices and procedures, including developing and writing IEP's and performing appropriate teaching techniques.
- Knowledge of and ability to apply current standards-based educational practices associated with children who are visually impaired to a variety of settings.
- General knowledge of visual impairment, including causes, manifestations, and adaptations.
- Demonstrates knowledge / skill in the areas of:
  - School leadership,
  - Task analysis,
  - Expanded Core Curriculum instruction and implementation appropriate to a residential setting,
  - Behavior management, and
  - Department level planning.
- General knowledge of medical disorders such as seizures or restrictions; alternate modes of communication; feeding technique and orthopedic impairment/handling and positioning.
- Ability to work cooperatively with others and participate effectively in a team setting.
- Strong, positive interpersonal skills.

**Conditions of Employment:**

- Selected applicant must verify experience/highest degree held.
- Direct deposit of paycheck on a 12-month schedule is required.
- TSB is a non-smoking facility in its entirety.
- Selected applicant must comply with the State of Tennessee Employee Drug-Free Workplace Policy, and other policies.
- As required by the Immigration Reform and Control Act (IRCA), selected applicant must verify, within 72 hours of employment, his/her legal right to be employed in the United States.

- Selected applicant(s) will be required to submit to and pass a TBI/FBI background check, to include Tennessee and Federal criminal history checks, child abuse records, employment verification, and professional/personal reference checks.

**How To Apply:** (Application packet must be received by January 20, 2023 for full consideration)

To apply for the Principal position, please submit a complete application packet to include the following items:

- Letter of Interest
- Current Resume
- One-page Leadership Philosophy statement
- Three or more recent Letters of Recommendation, with signature
- Copy of Educator/Administrator Certification
- Unofficial Copies of All Transcripts\*

\*An unofficial copy of transcripts must be submitted at the time of application. Failure to provide a transcript or credential evaluation report may result in your application being rejected and you will not be able to continue in the selection process for this announcement.

Please submit requested materials to (email preferred):

Kim Stein, Director of Human Resources  
Tennessee School for the Blind  
115 Stewarts Ferry Pike  
Nashville, TN 37214  
E-mail: [Kim.Stein@tsbtigers.org](mailto:Kim.Stein@tsbtigers.org)

*Candidates with disabilities who require special accommodations or alternative communication formats should contact the Superintendent's Office at (615) 231-7316 no later than five days prior to their scheduled interview to facilitate reasonable accommodations. The State of Tennessee is an Equal Opportunity Employer; Discrimination on the Basis of Age (Over 40), Race, Sex, Color, Religion, National Origin, Disabling Condition or any other Non-Merit Factor is Prohibited.*