

TEAM: Early Grades Literacy Professional Learning Package

During the summer of 2018, TEAM observers of pre-K through 3rd grade attended an in-person recertification training focused on best practices for planning, environment, and instruction in early grades literacy classrooms. Based on feedback from participants, the department has reshaped this training so that the content could be used to provide professional learning for classroom teachers. Through this training, teachers will learn more about the alignment of the TEAM rubrics with the early learning literacy instructional strategies.

Audience

The provided information, knowledge, and tools can be used by professional learning communities of teachers focused on the TEAM observation model and early literacy best practices and also by professional learning leaders supporting teachers in pre-K–3rd grade.

Duration & Pacing

Seven 45-minute sessions or four 90-minute sessions, depending on session pacing.

90-minute Session Pacing

Session	Session	Slides	Time	Resources
1	Introduction and TEAM Planning Domain TEAM Planning Domain in Context of Early Grades Literacy	1-23	90 minutes	PowerPoint TEAM Handbook TEAM Rubric p.7 Explanation of indicators p.14-15 "Teaching Literacy in Tennessee" (TLiT) p.11-12
2	Student Work in Early Grades Literacy Assessment, TEAM Environment Domain, and Expectations in Early Grades Literacy	24-43	90 minutes	TLiT p. 12, 36, 39, 43 Sample task in the Kindergarten Unit starter TEAM Handbook TEAM Rubric p.7 Explanation of indicators p.15-17 TLiT p.31 Unit Starter TEAM Handbook Observation Guidance Document (Pre-K p. 93-94); (K-3 p.106) TEAM rubric p.8

3	TEAM Environment Domain and Environment in Context of Early Grades Literacy TEAM Instruction Domain	44-60	75 minutes	TEAM Handbook TEAM rubric p.8 Explanation of indicator p.19-20 TLiT p.45 TEAM Handbook TEAM rubric p.9 Explanation of indicator p.22-28
4	Activities & Materials, Questioning, Thinking & Problem Solving, Wrap-up	61-71	45 minutes	TEAM Handbook TEAM rubric p.10-11, 13 Explanation of indicators p.36-41, 50-58

45-minute Session Pacing

Session	Session	Slides	Time	Resources
1	Introduction & TEAM Planning Domain	1-15	45 minutes	PowerPoint TEAM Handbook TEAM Rubric p.7 Explanation of indicators p.14-15
2	TEAM Planning Domain in Context of Early Grades Literacy	16-23	45 minutes	TEAM Handbook TEAM Rubric p.7 Explanation of indicators p.14-15 "Teaching Literacy in Tennessee" (TLiT) p.11-12
3	Student Work in Early Grades Literacy	24-31	45 minutes	TLiT p. 12, 36, 39, 43 TEAM Handbook TEAM Rubric p.7 Sample task in the Kindergarten Unit starter
4	Assessment, TEAM Environment Domain, and Expectations in Early Grades Literacy	32-43	45 minutes	TLiT p.31 TEAM Handbook TEAM Rubric p.8 Explanation of indicators p.17-18 Observation Guidance Document (Pre-K p. 93-94); (K-3 p.106)
5	TEAM Environment Domain and Environment in Context of Early Grades Literacy	44-49	35 minutes	TEAM Handbook TEAM rubric p.8 Explanation of the indicator p.19-20 TLiT p.45
6	TEAM Instruction Domain	50-60	45 minutes	TEAM Handbook TEAM rubric p.9 Explanation of the indicator p.22-28 TLiT p. 14

7	Activities & Materials, Questioning, Thinking & Problem Solving, Wrap-up	61-71	45 minutes	TEAM Handbook TEAM rubric p.10-11, 13 Explanation of indicators p.36-41, 50-58
---	--	-------	------------	--

Materials

- [TEAM Teacher Early Grades Literacy PowerPoint](#)
- [TEAM Teacher Evaluator Handbook](#)
 - TEAM rubric (p. 7-13)
 - Early grades observation guidance document (p. 89-106)
- [Teaching Literacy in Tennessee](#)
- Kindergarten Unit Starter example (all unit starters are located [here](#))
- (Optional) [2018 Tennessee Educator Survey](#)

Learning Outcomes

By making explicit connections to the TEAM rubrics and *Teaching Literacy in Tennessee* document, teachers of early grades literacy instruction will have a deeper understanding of how to:

- plan for instruction and daily/end-of-unit tasks that are standards-aligned
- create an instructional environment that fosters student success with daily/ end-of-unit tasks
- provide instructional delivery that supports student success with daily/ end-of-unit tasks

Assessment and Evaluation

Throughout this professional development opportunity, teachers will self-reflect on their instructional skills, as well as the skills they help their students develop, through the lens of the TEAM rubrics and literacy documents.

Notes for Facilitators

The PowerPoint is designed to be delivered all at once or in sections. We have included optional activities and guiding questions that you may choose to incorporate to make the professional learning more interactive if this is shared within a professional learning community.

Please note that the time stamps are merely guides—if you and your educators need to spend additional time on certain sections of this material, please do not let the suggested time stamps hinder the learning that may occur. Whether you have 45 or 90-minutes for a session, you can customize implementation to meet the needs of your teachers using this scenario. For example, if you have 3 hours for your whole group time, you might want to implement a session over two meetings. Please know these times are only suggestions—if your teachers want to spend more time in conversation around this information, please do so.

Note on Observation Guidance Document: In reviewing the resources for the appropriate sessions, please note that the observation guidance document to be used specifically for **pre-K teachers** begins on page 89 of the TEAM Teacher Evaluator Handbook. For educators in **grades K-3**, the observation guidance document begins on page 103.

Note on Session Pacing times: You will notice that sessions 3-4 of the 90-minute pacing might not require the full 90 minutes. The content was segmented in an attempt to provide logical transitions between sessions for both teachers and the facilitator. For sessions 3-4, you may use remaining time to dive more deeply into specific areas within the session or review previously discussed information.

Facilitator notes and scripting is in the notes section of the PowerPoint. There are two ways to prepare a document with the facilitator notes:

Option 1: Save Notes Pages to PDF

- Select File and Print.
- Under Printer, select Adobe PDF.
- Under Print Layout, select Notes Pages.
- Click Print, and save the file to the preferred folder. This PDF can be printed as a regular document.

Option 2: Export to Handout with Notes

- Select File and Export.
- Select Create Handouts, and click the Create Handouts button.
- Select the preferred layout (we suggest *notes below slides* or *notes next to slides*).
- Save the Word document to the preferred folder.

We appreciate the opportunity to provide you with this information and look forward to your continued feedback on the usefulness of this material.