

Hello Evaluation Configurators:

Welcome to the March monthly email for evaluation configurators! This monthly communication is designed to highlight key actions for the upcoming month as well as recently released resources. All evaluation updates will continue to be shared in the Commissioner’s Update for Directors, the Human Capital Update, and in direct communication to evaluation configurators, portfolio leads, and AGM leads. However, the educator effectiveness team will now publish this monthly communication to provide added reminders and support in meeting the deadlines of the [2021-22 TEAM Evaluation Timeline](#).

If you have any questions or feedback regarding any of the information contained in this email, please reach out to the appropriate contact listed below.

### Key Actions for March

Deadline	Action	Owner(s)	Resources	Contact
Mid-March	Portfolio Peer Reviewer application opens	Portfolio Leads	Documents coming soon	<a href="mailto:Portfolio.Question@tn.gov">Portfolio.Question@tn.gov</a>
March 15 3:00-4:00 p.m. CT	Office Hours for Peer reviewer application Q & A	Portfolio Leads	<a href="#">Click here to join the Teams meeting</a>	<a href="mailto:Portfolio.Questions@tn.gov">Portfolio.Questions@tn.gov</a>
March 28, 5p.m. CT	Registration closes for initial TEAM certification for 2021-22 evaluation year	Evaluation Configurators	<a href="#">Register for TEAM Training</a>	<a href="mailto:TEAM.Questions@tn.gov">TEAM.Questions@tn.gov</a>
April 1, 5p.m. CT	Certification window closes for initial TEAM training 2021-22 evaluation year	Evaluation Configurators	<a href="#">TEAM Training</a>	<a href="mailto:TEAM.Questions@tn.gov">TEAM.Questions@tn.gov</a>
Spring 2022	Ensure all growth and achievement measure selections for 2021-22 are accurate and complete	Evaluation Configurators; Administrators	<a href="#">Achievement Measure Selection Guidance</a>	<a href="mailto:TEAM.Questions@tn.gov">TEAM.Questions@tn.gov</a>

## Recently Released Resources

### Professional Learning Opportunity for TEAM Observers: Observation Norming Session

Based on feedback from both the Tennessee Educator Survey and the TEAM Observer Training Survey, principals continue to seek additional opportunities to deepen their understanding of the TEAM rubric and to improve their instructional feedback for teachers. The [Observation Norming Session: Calibrating Observation Scores and Feedback](#) professional learning session has been developed to address both requests.

This module, designed to be delivered at the district level or by lead principals, guides observers to a greater understanding of the TEAM General Educator rubric, increases alignment of observation evidence to the rubric, enhances calibration of scores across the observation team, and, most importantly, helps observers hone their skills around supporting teacher practice and student outcomes.

In this **turnkey** professional learning package, you will find a facilitator preparation guide that supports a seamless content delivery for any facilitator containing:

- **Facilitator materials** that include
  - the session slide deck with presenter notes and delivery script
  - detailed instructions for the calibration activity
  - videos links and associated scoring notes for use in the calibration activity
- **Communications materials** that include
  - email templates you may use when communicating with participants
  - a participant feedback survey (paper and digital)
- **Participant materials** with all required participant documents labeled in order of use
- **A facilitator guide** with instructions for creating a district-specific version of all materials

We encourage you to use this with your observers and to apply for TASL credit for your session. With questions about or support for delivering this content, please feel free to reach out to [TEAM.Questions@tn.gov](mailto:TEAM.Questions@tn.gov).

### Evaluation & Data Management Updates and Resources

- Educators and district staff may notice a rocket ship icon next to educator PDPs on the licensure tab of the TNCompass educator profile. This internal flag allows the department to determine eligibility of **out-of-state license holders** for assessment exemptions when renewing Practitioner 1st issuance licenses. The icon appears regardless of license type and the pathway by which the educator obtained initial licensure, so it should not be considered as an indicator that an educator meets all requirements for assessment flexibility – only that they meet the LOE requirement for flexibility.
- TEAM Training Reminder:
  - According to state board rule [0520-02-01](#) and state board policy [5.201](#), all educators must be evaluated annually by a certified evaluator.
  - Registration for TEAM training closes on **Monday, March 28 at 5p.m. CT**. [Click here to register](#).
  - The certification window for initial certification ends on **Friday, April 1 at 5p.m. CT**. Anyone who needs to enter TEAM scores this year must have online certification complete by this time.

- Portfolio Leads: Thanks to your partnership, about 60% of portfolio rosters were verified on time by February 4. Within a week of that date, 84% of rosters were verified.

We encourage you to share the [team-tn.org website](https://team-tn.org) with educators in your district and check it for updates throughout the year.

To stay informed regarding all evaluation-related updates, please [subscribe](#) to the Human Capital Update. Additionally, all monthly evaluation configurator emails can be found on the [TEAM website](#). To see any of the email from past months, visit the homepage and scroll down to "Monthly Emails."

Thank you for all that you do to support implementation of TEAM!

Best,

[TEAM.Questions@tn.gov](mailto:TEAM.Questions@tn.gov)