

TO: All Evaluation Configurators

SUBJECT LINE: April 2022: Upcoming Evaluation Deadlines

Hello Evaluation Configurators:

Welcome to the April 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 April

Deadline	Action	Owner(s)	Resources	Contact
April 1, 5p.m. CT	TEAM evaluator certification process closes	Observers, Evaluators	TEAM Training	TEAM.Questions@tn.gov
April 7 – April 19	Roster verification opens for Preview Phase	District and School Administrators	Roster Verification	Claiming.Questions@tn.gov
April 15	Deadline for portfolio peer reviewer applications	Portfolio Leads	Portfolio Peer and Expert Reviewer Solicitation	Portfolio.Questions@tn.gov
April 20	Roster verification opens for Teacher Verification Phase	District and School Administrators, Teachers	Roster Verification	Claiming.Questions@tn.gov
April 21	Portfolio Submissions Q&A office hour for portfolio leads/portfolio teachers	Portfolio Leads	Click here to join the meeting	Portfolio.Questions@tn.gov
April, ongoing	Portfolio leads monitor educator portfolio submission status in Portfolium	Portfolio Leads	Portfolio Resources	Portfolio.Questions@tn.gov

April, ongoing	AGM leads ensure data collection for pilot model alternative growth measure is complete. Calculate teacher's growth score and prepare for TNCompass upload.	AGM Leads	Alternative Growth Measures TEAM-TN	Portfolio.Questions@tn.gov
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Recently Released Resources

Evaluation & Data Management Resources

- 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.
- 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 recently released [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. This package includes a facilitator materials file, a communications file, participant materials file, and a facilitator guide. Find it [online here](#) and email TEAM.Questions@tn.gov with questions.

Resource Spotlight: Highlighting one timely resource each month

Resource Spotlight

- The **Pacing Guide Report**, accessible under the TNCompass reports tab, allows district configurators and school observers to quickly identify if observation requirements have been met for each educator. Complete pacing is required for educators to generate a Level of Overall Effectiveness (LOE) score. Columns identify aspects of the observation process, such as Column N (Minimum Instruction Requirement), Column O (Instruction Observed), and Column V (Pacing Met).

Teacher Tools: We encourage you to share the following with teachers in your schools

Teacher Tools

- Educators completing roster verification (formerly known as teacher student claiming) may wish to access the roster verification resources found on the TEAM website. These include:
 - [2021-22 Roster Verification FAQ](#)
 - [Roster Verification Phase Actions](#)Please check back as roster verification progresses for additional resources.
- The 2022 Tennessee Educator Survey recently launched statewide. This annual survey measures feedback related to school climate, educator evaluations, instructional practice, professional learning, and specific state initiatives as well as specific questions regarding challenges around the pandemic. Educators, administrators, and certified school staff in Tennessee should have received an email with a survey invitation link. The survey is voluntary and confidential. [Click here](#) for more information.

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