

Hello Evaluation Configurators:

Welcome to the monthly email for evaluation configurators! This communication is designed to highlight key actions for the upcoming month as well as recently released resources to provide added reminders and support in meeting the deadlines of the [2022-23 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
Spring 2023	Peer reviewer selections announced.	District Portfolio Leads	Portfolio Resources	Portfolio.Questions@tn.gov
Spring 2023	Ensure all growth and achievement measure selections for 2022-23 are accurate and complete.	Evaluation configurators Administrators	Achievement Measure Selection Guidance	Team.Questions@tn.gov
March 31, 2023	TEAM evaluator certification process closes at 11:59 p.m. CT.	Teacher evaluators Administrator evaluators Evaluation configurators	TEAM Training Registration and Information	Team.Questions@tn.gov

Recently Released Resources

Evaluation & Data Management Resources

Resources from the **2022-23 Evaluation Configurators** monthly office hour meetings may be accessed [here](#). Topics include selecting growth and achievement measures, entering growth and achievement measure scores, and coding partial year exemptions.

Resources from the **2022-23 Portfolio Lead** monthly office hour meetings may be accessed [here](#). Topics include platform management, rostering guidance, completion, verification, and coding partial year exemptions.

New Evaluation Guidance Documents Released – To better support observers and teachers as they collaborate throughout the observation process, new **TEAM Observation Considerations** documents have been designed to support **teacher and observer** practice in the following areas:

- [Special Educators](#)
- [English as a Second Language Educators](#)
- [College, Career, and Technical Educators \(CCTE\)](#)

These documents provide specific considerations for pre-conferences, evidence collection, and post-conferences that support teachers and observers in high-quality observation implementation. Additional documents will be released in the coming months.

TN Compass Reports Spotlight

TN Compass Reports

TN Compass Charts and Reports Overview: This resource provides a list of reports and charts found in TNCompass that provide details regarding to whom each report would be helpful as well as the content each report covers and suggestions on how to best use each report.

Two reports you may find particularly useful this time of year.

- **Observation Summary Report:** This report allows TEAM users to see the completion status of observations by educator. It gives the user the ability to see the number of total observations, total number of announced and unannounced observations, total scored observations, and the number of observations by domains (planning, environment, instructional and professional). The report can be filtered by school.
- **Pacing Guide:** This report allows TEAM users to see the minimum number of observations required by domains (instructional, planning, environment, and professionalism), the number observed by domain and if pacing has been met. The report can be filtered by school and educator type. It also includes license type and partial year exemption information. We recommend you generate this report in Excel.

Office Hours

Office Hours
<ul style="list-style-type: none"> • Portfolio Lead Monthly Office Hour- March 16, 2023, at 1:00 p.m. CST Click here to join the meeting. • Evaluation Configurator Monthly Office Hour- March 16, 20223 at 10 a.m. CST Click here to join the meeting

Teacher Tools: We encourage you to share the following with teachers in your district or charter.

Teacher Tools
<p>TEAM Portfolio Guidebook for Administrators and Teachers: This document provides general information about TEAM student growth portfolios. The intended audience for this document includes teachers, principals, district personnel, and any other individuals seeking more information regarding TEAM portfolios. It is critical that all educators who submit a portfolio read and utilize this document, their content specific resource guide, and content-specific scoring rubrics. Portfolio Resources TEAM-TN</p>

Job Spotlights

Job Spotlight
<p>Educator Recognition Event Scorers</p> <p>Position Summary:</p> <p>The Educator Recognition Team is seeking up to 50 independent contractors to review and score educator applications for the Tennessee Educator Recognition Programs, specifically Teacher, Principal, and Supervisor of the Year. The contract period for reviewers will begin approximately March 14, 2023, and end August 31, 2023. Reviewers will be compensated for each round of scoring.</p> <p>Scorers should be detail-oriented, exhibit a rich understanding of the scoring criteria based on educator position, have access to and be comfortable with technology, and be available to conduct reviews within the scoring window.</p> <p>To apply for this position, please go to this web page to apply for Educator Recognition Event Scorers (TOY, POY, SOY).</p> <p>Regional Licensure Consultant</p> <p>Position Summary:</p> <p>The Regional Licensure Consultant works with the Office of Educator Licensure and Preparation team to ensure that school districts across the state are supported in their understanding of laws, rules, policies, and procedures pertaining to educator licensure, with a particular focus on targeted support in their region of assignment. This support is accomplished through the provision of district training (primarily for personnel with an HR</p>

role) on laws, rules, policies, procedures, and use of the TN Compass application.

The Regional Consultant is also responsible for effective and efficient processing of licensure applications, as needed, as well as ensuring timely and accurate responses to educators' requests for assistance. The Regional consultant serves as the first level of support for issue district issue escalation and requests prior to escalating exceptional issues to the director of licensure and operations. The person in this role will support the team in achieving licensure processing goals both directly, through processing licensure. The person in this role will support the team in achieving licensure processing goals both directly, through processing licensure transactions, and indirectly through provision of targeted issue handling and processing of more complex application types.

To apply, please go to www.tn.gov/careers/Job_opening_43003, or click on [Careers \(tn.gov\)](http://Careers.tn.gov).

We encourage you to share the [team-tn.org website](http://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 Tennessee's students and teachers!

Best,

TEAM.Questions@tn.gov