

Grievances

- Statute and policy require districts to implement **local-level grievance procedures** to provide a means for evaluated leaders to challenge **accuracy of the data** used in evaluations and **adherence to evaluation policies**.
- **Observation ratings cannot be challenged.**
- Situations in which an educator can file a grievance:
 - **Fidelity** of the TEAM **process**
 - **Accuracy** of the TVAAS or achievement **data**
- Grievances must be filed **no later than 15 days** from date educator receives the results for each component, otherwise grievance considered **untimely and invalid**.



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Grievances are used to document a request for a resolution to any problems that have occurred due to an error in evaluation procedures. The process of documenting a grievance offers protection for all parties involved – the problem must be captured in writing, as must the solution. Grievances are designed to be solved at the local level as efficiently as possible. The process for all parties is outlined step-by-step in evaluation rule.

Please note that only the process of evaluation may be challenged, not observation ratings. For example, if an educator's growth or achievement data is erroneously attributed to another teacher, that can be grieved and resolved. Scores provided through the observation process are not grounds for a grievance. Please contact your district's TEAM evaluation configurator to learn more about the local grievance process. Individuals may also reach out to the educator effectiveness team (through Team.Questions@tn.gov) for support as needed.

The Certification Test

- State law **requires** all observers to be certified.
- You **must** pass the certification test before you begin any administrator observations.
- **Conducting observations without passing the certification test can lead to a grievance.**

According to state law, all observers must be certified and that conducting observations without being certified is grievable.

The Certification Test

General Knowledge of TEAM Administrator Evaluation

- Twenty multiple choice items on a variety of topics related to TEAM administrator evaluation.
- Success criteria: Correct response on at least 16 items.
- Download and save the certificate.
- Credentialed in TNCompass
 - Must be staffed as an observer in order to complete observations.



Upon module completion, you will have access to the certification test. The certification test consists of an assessment of general knowledge of TEAM Administrator Evaluation. It includes twenty multiple choice items on a variety of topics related to TEAM administrator evaluation wherein correct responses on at least 16 items is considered passing.

There are two opportunities to pass the certification test.

One you have passed the test, you will receive a credential in TNCompass.

In order to be granted administrator evaluation permissions, you must be correctly staffed in TNCompass by your district.

TASL Credit

- This training is a TASL-approved event for 7 hours.
- You will receive an email with the TASL grid from the department within a week of the completion of certification.
- This email may be uploaded in TNCompass as a pdf for documentation of TASL hours.
- **Please note: only the TASL grid email will be approved for TASL hours. The certificate of completion that is generated at the end of certification will not be accepted for TASL hours.**

This training is approved for 7 TASL hours.

You will receive a TASL grid email from the department within a week of completion. You may upload this email in TNCompass under the TASL tab.

This email – not the completion certificate – contains the information needed to document TASL hours. Please do not discard or misplace it.

End-of Course Survey

- Following the completion of this certification course, you will be asked to complete a survey.
- The survey consists of both multiple-choice questions and open-ended responses.
- We use the feedback we receive on this survey to plan for next year's training.



Please take time to provide feedback regarding this training on the survey at the end of the course. We use this feedback to plan for next year's certification modules.

The Importance of Administrator Evaluation

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Congratulations! You have completed TEAM Administrator Evaluator Certification Training.

Please use the “Next” button below to proceed to the certification test.

