

Hello Evaluation Configurators:

The educator effectiveness team publishes this monthly communication to provide added reminders and support in meeting the deadlines of the [2023-24 TEAM Evaluation Timeline](#).

Share this and the [TEAM website](#) with educators in your district. Be sure to check the website for updates like the one below.

Action Needed

Growth and Achievement Measure Imports

District administrators should ensure all growth and achievement measure selections for 2023-24 have been recorded in TNCompass by December 1.

Important Notes:

- It is the district administrator's responsibility to ensure the edits in the Excel file are accurate and match an available measure in TNCompass.
- For the changes to occur, a district must import the Excel spreadsheet into TNCompass.
- A district administrator can repeat this process as often as necessary, but the system will only update evaluations that are "not signed," as long as the department has not locked the growth/achievement selection capability for the given academic year.

The [TNCompass Growth and Achievement Selection Import Quick Guide](#) may be accessed from the TNCompass home page under "Resources," and provides easy-to-follow import instructions.

Educator Recognition Contacts

In efforts to ensure the most up to date information is shared with districts and charters, the Educator Recognition Coordinator seeks to update the contact list for Educator Recognition Contacts. Please provide information for the current Recognition Coordinator for your district/charter or share this information with the appropriate person to update this information.

Please fill out information for the current Educator Recognition Coordinator [here](#).

With questions, contact Sarah.Brown@tn.gov.

Key Deadlines for December and January

Date	Action	Owner	Resources	Contact
Dec. 1, 2023	Enter all growth and achievement measure selections/scales for 2023- 24 into TNCompass.	Evaluation Configurators Administrators	Achievement Measure Selection Guidance	TEAM.Questions@tn.gov
Dec. 1, 2023	Ensure portfolio point A submissions are on track.	Portfolio Leads	Portfolio Resources	Portfolio.Questions@tn.gov
Dec. 15, 2023	Ensure all evaluations from 2022-23 are finalized and signed with PIN.	Evaluation Configurators Administrators	TNCompass User Guide	TEAM.Questions@tn.gov
Jan. 15, 2024	Submit request for additional achievement measures and alternative growth measures to portfolios.	Directors of Schools Evaluation Configurators	Measure Approval Process	TEAM.Questions@tn.gov
Jan. 15, 2024	Submit request to pilot observation model not currently state board-approved.	Directors of Schools Evaluation Configurators	Model Approval Process	TEAM.Questions@tn.gov
Jan. 15, 2024	Complete fall semester teacher and administrator observation entry in TNCompass.	Administrator Evaluators Teacher evaluators	TNCompass User Guide	TEAM.Questions@tn.gov
Jan. 15, 2024	Identify current partial year exemptions (PYE) and enter in TNCompass.	Evaluation Configurators Administrators	Partial Year Exemption Guidance	TEAM.Questions@tn.gov

TEAM Resources Added

[TEAM Best Practices Video Library](#)

In response to feedback from evaluators and educators, the Educator Effectiveness Team has created the TEAM Best Practices Video Library. Our video library features a collection of engaging, practical, and thought-provoking videos covering a wide range of subjects and grade levels. Each TEAM indicator is unpacked **descriptor by descriptor** with video examples of what that practice looks and sounds like in action. Accompanied by a presenter guide, these videos are designed for use as individual professional development, as part of a PLC, or in a large group setting.

[Additional Training](#)

We are thrilled to offer a range of supplemental training opportunities designed to complement TEAM training.

Our professional learning packages are crafted to enhance your evaluation processes, support educators, and foster professional growth. Whether you're an experienced evaluator looking to refine your techniques or a newcomer eager to build a strong foundation, our offerings cater to all evaluators.

- [High-Quality Feedback](#)
- [Observation Norming Sessions](#)
- [School Services Personnel Observation Rubric](#)
- Library Media Specialist Observation Rubric (Coming Soon)

Educator Recognition

Updated Timelines: 2024-25 Tennessee Teacher, Principal, and Supervisor of the Year:

The **updated** 2024-25 Teacher of the Year (TOY) timeline is now available.

- **Dec. 1:** The director of schools (or designee) should submit the names of the district nominees using the [district-level Teacher of the Year report form](#).
- **Feb. 4:** Deadline for nominees to submit the part I application form for review and scoring.
- **Apr. 1:** Applicants notified if they have been selected to move forward to region-level selection.

The **updated** 2024-25 Principal of the Year (POY) and Supervisor of the Year (SOY) timeline is now available.

- **Dec. 17:** The director of schools (or designee) should submit the names of the district nominees using the [district-level Principal and Supervisor of the Year Nomination form](#).

- **Mar. 17:** Deadline for nominees to submit the part I application form for review and scoring.
- **April 12:** Applicants notified if they have been selected to move forward to region-level selection.

For a complete timeline and additional resources, please visit the Tennessee Educator Recognition website. With questions, please contact Sarah.Brown@tn.gov.

TN Compass Reports Spotlight

TN Compass Reports

Evaluator Credentials Report

This report shows active credentials held by the educator (teacher, administrator) for the current school year, including CLASS certification. This report may be filtered by credential role.

Staff Observers Report

This report shows all credentialed observers in the district as well as observer permissions granted. This report may be filtered by school, role, credential dates, and observation permissions. To observe teachers or leaders, observers must have both an active credential and be granted permission in the TNCompass platform by the district.

Office Hours

Office Hours

Charter School Evaluation Support Office Hour: Thursday, November 16 at 9:00 a.m. CT
[Click here to join the meeting](#)

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

Teacher Resources

- [Portfolio Teacher Guidance](#)



All monthly evaluation configurator emails can be found on the [TEAM website](#). To see past emails, visit the homepage and scroll down to "Monthly Emails."

Thank you for all that you do to support Tennessee's students and teachers!

Best,

Educator Effectiveness
TEAM.Questions@tn.gov