

Hello Evaluation Configurators:

The educator effectiveness team publishes this monthly communication to provide added reminders and support in meeting the deadlines of the [2024-2025 TEAM Timeline](#).

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

### Action Needed

- All LEA contacts should be completed in TNCompass.** These contacts are used to generate our mailing lists to ensure communication is correctly routed for every LEA in our state. To review, complete, or update your LEA contacts:
  - Navigate to the Administration Tab in TNCompass
  - Click on LEA Settings
  - Click Contacts in the top right corner
  - Enter Name, email address and phone number for each contact.

**The LEA Contact list is a key component in our evaluation communication strategy designed to support educator evaluation.** Please assist us by ensuring we have accurate information for each contact from your system.

### Key Deadlines for July

Date	Action	Owner	Resources	Contact
July 11, 2024	2024-25 school year opens to assign district-level roles and permissions in TNCompass.	Directors of Schools Evaluation Configurators	<a href="#">TNCompass User Guide</a>	TEAM.Questions@tn.gov

### TEAM Resource Spotlight

## TEAM Resources Added

### **New Evaluator Resource!**

#### **[TEAM Best Practices Video Library: School Services Personnel \(SSP\)](#)**

Please share this valuable resource with your school leaders. The new SSP video library will be live on Thursday, July 11.

In response to feedback from evaluators and educators, the Educator Effectiveness Team is thrilled to announce the publication of the second [TEAM Best Practices Video Library!](#) Building on the success of the [General Educator Video Library](#), this new training brings even more valuable insights and guidance for SSP educators and evaluators alike.

Organized by the 12 indicators outlined in the rubric, our slide decks, featuring Tennessee Principals of the Year, include descriptor specific videos to enhance understanding and build observer skills. Whether you're a seasoned educator or new to the evaluation process, these resources are designed to support you every step of the way.

### **New Portfolio Resources!**

[Student Growth Portfolio Resources](#) have been updated for the 2024-25 school year.

- [TEAM Portfolio Guidebook for Administrators and Teachers \(Updated July 2024\)](#)
- [Pre-K and Kindergarten TEAM Portfolio Resource Guide \(Updated July 2024\)](#)
- [First and Second Grade TEAM Portfolio Resource Guide \(Updated July 2024\)](#)

## TNCompass Resource Spotlight

### TNCompass Resources

- **Staff Assignments Report** This report includes everyone staffed in TNCompass for the district. It includes name, teacher license number, staffing location (school or district), and staffing role. This report can be used to determine staffing updates that need to be made for the 2024-25 school year.

## Office Hours

### Office Hours

- Portfolio Lead Office Hour, Thursday, July 18, 2024, 1:00 p.m. CT [Click here to join the meeting](#)
- AGM Lead Office Hour, Thursday, July 25, 2024, 1:00 p.m. CT [Click here to join the meeting](#)

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