



# 2024-25 Evaluation Configurator Monthly Office Hour July 18, 2024



# BEST FOR ALL

We will set all students on a path to success.

## ACADEMICS

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ALL TENNESSEE STUDENTS WILL HAVE  
ACCESS TO A HIGH-QUALITY EDUCATION,  
NO MATTER WHERE THEY LIVE

## STUDENT READINESS

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TENNESSEE PUBLIC SCHOOLS WILL BE  
EQUIPPED TO SERVE THE ACADEMIC  
AND NON-ACADEMIC NEEDS OF ALL  
STUDENTS IN THEIR CAREER PATHWAYS

## EDUCATORS

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TENNESSEE WILL SET A NEW PATH FOR  
THE EDUCATION PROFESSION AND BE  
THE TOP STATE IN WHICH TO BECOME AND  
REMAIN A TEACHER AND LEADER FOR ALL



# Educator Effectiveness Team

Martha Moore

- Senior Director of Educator Effectiveness

Amy Floyd

- Director of Data and District Support
- TNCompass Data, Strategic Compensation (Differentiated Pay, Vacancy Data, Educator Diversity)

Tracy Riddle

- Director of Educator Effectiveness
- Alternative Growth Measures, TEAM Evaluation

Micah Fager

- Director of TEAM Training and Support
- Observer Training, TEAM Website

Sarah Brown

- Recognition and Communication Coordinator
- Educator Recognition Programs (8), Advisory Councils (4), External Communications Management

TEAM Contractor

- TBD
- TBD



# Agenda

- Evaluation Configurator Role and Responsibilities
- Resources
- Staffing
- Configuring Permissions
- TEAM Observer Training Information
- Next Steps



# Role and Responsibilities of the Evaluation Configurator



District Evaluation Configurator responsibilities include:

- Ensuring accurate staffing
- Confirming data quality and security
- Communicating and supporting adherence to TEAM deadlines
- Supporting measure selection
- Overseeing implementation/completion of evaluation processes
- Managing TNCompass permissions
- Training and supporting platform users
- Assuring all State Board of Education policy 5.201 and Rule 0520-02-01 requirements are met

# 2024-25 Staffing

Adding and Removing District and School Personnel



- Who will review district staffing for accuracy?
- Who will update district staffing? Do they need training?
- Who will review school staffing for accuracy?
- Who will update school staffing? Do they need training?

# TNCompass Staff Assignments Report

[illegible]

# Staff Roles



## District Level

- Non-Instructional
- Observer
- District Staff
- Instructional Supervisor
- Superintendent Designee
- Evaluation Administrator
- Licensure Administrator

## School Level

- Teacher
- Non-Instructional
- Principal
- Assistant Principal
- Observer

# Staffing

## Importance of Staffing

- Data Security ([TCA 49-1-606](#))
- Data Access
- Configuration of Permissions

## Administration

### People Management



People



Staff Assignments

# Remove Staffing



## Staff Filters

Academic Year

2023-2024

LEA

School

Select a School

Staff Status

☒ Active ☐ Removed

First Name

Last Name

License Number

10 | 20 | 50 | 100

1-8 of 8



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Location

Status Active

Add LEA Staff

License	Name	Role		Permissions
		Instructional Supervisor		Educator Profile   Account   ? <a href="#">Configure</a>
		Superintendent		Educator Profile   Account <a href="#">Configure</a>
		District Staff		Educator Profile   Account <a href="#">Configure</a>
		Licensure Administrator		Educator Profile   Account <a href="#">Configure</a>
		District Staff		Educator Profile   Account <a href="#">Configure</a>
		Superintendent Designee		Educator Profile   Account <a href="#">Configure</a>
		Non-Instructional		Educator Profile   Account <a href="#">Configure</a>
		Superintendent Designee		Educator Profile   Account   ? <a href="#">Configure</a>

10 | 20 | 50 | 100


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# Remove Staffing



 You are about to remove [REDACTED] from this staff assignment. Are you sure?

Cancel

Confirm Remove

Location [REDACTED]

# Adding Staff

- Common staff roles
- Adding Staff in TNCompass
- Configuring permissions



Data Security

Data Access

Permission Control

Quality Data Output

# Non-Instructional Role



Role	Basic Permissions
<p>District or School Level</p> <p>Appropriate for staff who are non-licensed or are waiting on a license</p>	<p>View announcements</p> <p>View personal dashboard items</p> <p>View and edit limited personal information</p> <p>View and edit account email and password</p> <p>View help links</p> <p>In Educator profile (if applicable):</p> <ul style="list-style-type: none"><li>• View personal evaluations</li><li>• View personal license data</li><li>• View personal staff assignments and history</li><li>• View personal license transactions</li><li>• View professional achievements</li><li>• Submit a license transaction (depends on existing licenses)</li><li>• TASL (if applicable)</li><li>• CEO (if applicable)</li></ul>

# Teacher



Role	Basic Permissions	Configurable Permissions
<b>School Level</b>  This role is appropriate for licensed teachers and instructional coaches	<b>View announcements</b> <b>View personal dashboard items</b> <b>View and edit limited personal information</b> <b>View and edit account email and password</b> <b>View help links</b>  <b>In Educator profile (if applicable):</b> <ul style="list-style-type: none"><li>• <b>View personal evaluations</b></li><li>• <b>View personal license data</b></li><li>• <b>View personal staff assignments and history</b></li><li>• <b>View personal license transactions</b></li><li>• <b>View professional achievements</b></li><li>• <b>Submit a license transaction (depends on existing licenses)</b></li><li>• <b>TASL (if applicable)</b></li><li>• <b>CEO (if applicable)</b></li><li>• <b>Individual pacing guide for current year (TEAM only)</b></li></ul>	<b>Observe peer teachers (requires certification)</b>  <b>If observing peers: May add evaluation attachments (view own attachments), add evaluation notes (view own notes)</b>

# Observer



Role	Basic Permissions	Configurable Permissions
<p>District or School Level</p> <p>This role is appropriate for people who will strictly be observers and are not in another administrative role.</p>	<p>All permissions of a teacher</p> <p>View educator licenses and endorsements at school or all of district depending on staffing level</p> <p>View current year observations * If only set to observe teachers, cannot view evaluations for APs or principals</p>	<p>Observe teachers (requires certification)</p> <p>Observe leaders (requires certification)</p> <p>May add evaluation attachments (view own attachments), add evaluation notes (view own notes)</p>

# Instructional Supervisor



Role	Basic Permissions	Configurable Permissions
<p><b>Instructional Supervisor (District Level)</b></p> <p>This role is appropriate for District instructional support staff.</p>	<p>At the district and school level:</p> <ul style="list-style-type: none"><li>• View educator licenses and endorsements</li><li>• View educator degrees/majors</li><li>• View educator EPP enrollment status</li><li>• View educator experience</li><li>• View educator professional achievements</li></ul>	<p>Observe teachers and/or leaders (requires certification)</p> <p>Educator view (limited statewide search and past years)</p> <p>Data import</p> <p>Configure TASL (permission group)</p> <p>Evaluation view and edit options</p> <p>Additional licensure view and edit options</p> <p>Work Queue for PDP requests</p> <p>Reports access</p>

# Adding Staff

Staff Filters

Academic Year

2023-2024

LEA

School

Select a School

Staff Status

☒ Active ☐ Removed

First Name

Last Name

License Number

10 | 20 | 50 | 100

1-8 of 8

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Location

Status Active

Add LEA Staff

License	Name	Role	Permissions
		Instructional Supervisor	<a href="#">Educator Profile</a>   <a href="#">Account</a>   <a href="#">Configure</a>
		Superintendent	<a href="#">Educator Profile</a>   <a href="#">Account</a>
		District Staff	<a href="#">Educator Profile</a>   <a href="#">Account</a>   <a href="#">Configure</a>
		Licensure Administrator	<a href="#">Educator Profile</a>   <a href="#">Account</a>   <a href="#">Configure</a>
		District Staff	<a href="#">Educator Profile</a>   <a href="#">Account</a>   <a href="#">Configure</a>
		Superintendent Designee	<a href="#">Educator Profile</a>   <a href="#">Account</a>   <a href="#">Configure</a>
		Non-Instructional	<a href="#">Educator Profile</a>   <a href="#">Account</a>   <a href="#">Configure</a>
		Superintendent Designee	<a href="#">Educator Profile</a>   <a href="#">Account</a>   <a href="#">Configure</a>

10 | 20 | 50 | 100

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# Adding Staff

Staff Filters

Academic Year

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School

Select a School

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First Name

Last Name

License Number

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Location

Status Active

Add LEA Staff

License	Name	Role	Permissions
		Instructional Supervisor	<a href="#">Educator Profile</a>   <a href="#">Account</a>   <a href="#">Configure</a>
		Superintendent	<a href="#">Educator Profile</a>   <a href="#">Account</a>
		District Staff	<a href="#">Educator Profile</a>   <a href="#">Account</a>   <a href="#">Configure</a>
		Licensure Administrator	<a href="#">Educator Profile</a>   <a href="#">Account</a>   <a href="#">Configure</a>
		District Staff	<a href="#">Educator Profile</a>   <a href="#">Account</a>   <a href="#">Configure</a>
		Superintendent Designee	<a href="#">Educator Profile</a>   <a href="#">Account</a>   <a href="#">Configure</a>
		Non-Instructional	<a href="#">Educator Profile</a>   <a href="#">Account</a>   <a href="#">Configure</a>
		Superintendent Designee	<a href="#">Educator Profile</a>   <a href="#">Account</a>   <a href="#">Configure</a>

10 | 20 | 50 | 100

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# Adding Staff



Add Staff

Search for a Person

Use any of the fields below to find a person to add

First Name

Amelia

Last Name

Floyd

License Number

225079

SSN (last 4 digits)

Amelia C Floyd (000225079)

Does have an active license

Email: Amelia.Floyd@tn.gov

Date of Birth: 09/19/1966

SSN: XXX-XX-2844

Location: Tennessee Department Of Education - Licensing Evaluation Administrator

Cancel

Next

# Adding Staff



Add Staff

Selected Person

Amelia C Floyd (000225079)  
*Does have an active license*  
Email: Amelia.Floyd@tn.gov  
Date of Birth: 09/19/1966  
SSN: XXX-XX-2844  
Location: Tennessee Department Of  
Education - Licensing Evaluation  
Administrator

Select a Role

☐ Non-Instructional

☐ Observer

☐ District Staff

☒ Instructional Supervisor

☐ Superintendent Designee

☐ Evaluation Administrator

☐ Licensure Administrator

Previous

Next

Add Staff

Please confirm your selections

Person:

Amelia C Floyd

Date of Birth:

09/19/1966

Location:

Role:

District Staff

You are changing the role of this person at this location.

Previous

Save Staff

# Adding Staff









Location

Add LEA Staff

Status

Active

License	Name	Role		Permissions
			 	Educator Profile   Account    <a href="#">Configure</a>
			 	Educator Profile   Account
000225079	Floyd, Amelia C	Instructional Supervisor	 	Educator Profile   Account <a href="#">Configure</a>
			 	Educator Profile   Account <a href="#">Configure</a>
			 	Educator Profile   Account <a href="#">Configure</a>

# Configuring Permissions



# Configuring Permissions

Superintendent, Designee, Licensure Administrator, and Evaluation Administrator roles have the ability to grant additional permissions for various roles through the **Configure** button. This allows them to assign additional permissions to staff members at the district and school levels.



# Configuring Staff









Location

Add LEA Staff

Status

Active

License	Name	Role		Permissions
			 	Educator Profile   Account    <a href="#">Configure</a>
			 	Educator Profile   Account
000225079	Floyd, Amelia C	Instructional Supervisor	 	Educator Profile   Account  <a href="#">Configure</a>
			 	Educator Profile   Account <a href="#">Configure</a>
			 	Educator Profile   Account <a href="#">Configure</a>

# Configuring Staff

## Permission Groups

Group Name	Enabled
<b>Evaluation View</b> <ul style="list-style-type: none"><li>evaluation summary and LOEs</li><li>all observations and pacing status</li><li>historical evaluations</li><li>administrative edit history</li><li>attachments</li><li>growth and achievement measures</li><li>individual growth</li><li>evaluation notes</li><li>portfolio component</li><li>student survey component, when applicable</li></ul>	<input checked="" type="checkbox"/>
<b>Intermediate Evaluation Edit</b> <ul style="list-style-type: none"><li>edit the observer assignment</li><li>reopen completed observations</li><li>delete and restore observations</li><li>edit observations by others</li></ul>	<input checked="" type="checkbox"/>
<b>Professional Development Points</b> <ul style="list-style-type: none"><li>access Professional Development Points work queue</li></ul>	<input checked="" type="checkbox"/>
<b>Aggregate observation charts</b> <ul style="list-style-type: none"><li>Observation Indicator Scores chart</li><li>Observation Refinement Breakdown chart</li><li>Observation Reinforcement Breakdown chart</li></ul>	<input checked="" type="checkbox"/>

## Single Permissions

Permission	Allowed
Observe teachers	<input checked="" type="checkbox"/>
Observe leaders allows observation of principals and assistant principals	<input checked="" type="checkbox"/>
View option for prior year staff in educator search	<input checked="" type="checkbox"/>
Allow limited state-wide search (license data) allow certain roles to search for people not in their organizational hierarchy	<input checked="" type="checkbox"/>
Set evaluation PYE status allows user to change an educator's PYE status	<input checked="" type="checkbox"/>
Set evaluation master school allows user to set the master school for an evaluation	<input checked="" type="checkbox"/>
Set evaluation coaching status and single observation score flag	<input checked="" type="checkbox"/>
Set evaluation measure selections	<input checked="" type="checkbox"/>
Set evaluation measure criteria	<input checked="" type="checkbox"/>

# LEA Contacts



# LEA Contacts

- Check LEA Contacts in TNCompass
- Update as necessary throughout the year

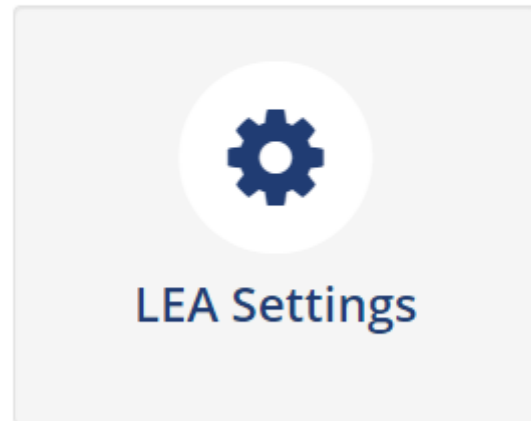


# LEA Contacts

- LEA Contacts are on the Administration tab in TNCompass
- Click on the LEA Settings tile.

## Settings

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# LEA Contacts




⚙️ LEA Settings
















Contacts

⚠️ Changes may not be made to this year's LEA settings because the state deadline is past.

# LEA Contacts

 LEA Contact Management



Name	Contact Type	Email	Phone Number 	
<input type="text" value="Name *"/>	Director of Schools / CMO Lead *	<input type="text" value="Email *"/>	<input type="text" value="Phone Number"/>	
<input type="text" value="Name *"/>	Superintendent Designee *	<input type="text" value="Email *"/>	<input type="text" value="Phone Number"/>	
<input type="text" value="Name *"/>	Evaluation Configurator *	<input type="text" value="Email *"/>	<input type="text" value="Phone Number"/>	
<input type="text" value="Name *"/>	Tennessee Academy for School Leaders (TASL) Configurator *	<input type="text" value="Email *"/>	<input type="text" value="Phone Number"/>	
<input type="text" value="Name *"/>	Testing Coordinator *	<input type="text" value="Email *"/>	<input type="text" value="Phone Number"/>	
<input type="text" value="Name *"/>	Educator Recognition Contact *	<input type="text" value="Email *"/>	<input type="text" value="Phone Number"/>	
<input type="text" value="Name *"/>	Educator Licensure Contact *	<input type="text" value="Email *"/>	<input type="text" value="Phone Number"/>	
<input type="text" value="Name"/>	Portfolio Lead Contact	<input type="text" value="Email"/>	<input type="text" value="Phone Number"/>	
<input type="text" value="Name"/>	Alternative Growth- Universal (AMG-URS) Lead Contact	<input type="text" value="Email"/>	<input type="text" value="Phone Number"/>	
<input type="text" value="Name"/>	Human Resources contact (for districts only)	<input type="text" value="Email"/>	<input type="text" value="Phone Number"/>	
<input type="text" value="Name"/>	Differentiated Pay contact (for districts only)	<input type="text" value="Email"/>	<input type="text" value="Phone Number"/>	
<input type="text" value="Name"/>	Educator Diversity Contact (for districts only)	<input type="text" value="Email"/>	<input type="text" value="Phone Number"/>	

# TEAM Observer Training Information



# TEAM Evaluation Certification



- According to state board rule [0520-02-01](#) and state board policy [5.201](#), all educators must be evaluated annually by a certified evaluator.
  - **Evaluations conducted by non-certified evaluators are inadmissible and are grounds for a grievance.**
- The certification window for recertification is from **June 3, 2024** to **August 31, 2024**.
- The certification window for initial certification is from **June 3, 2024** to **March 31, 2025**.
- Certification is valid through June 30 of the current school year **regardless** of the certification date.

# TEAM Evaluation Certification



Department of  
**Education**

**TEAM**

*Tennessee Educator Acceleration Model*

Go

Home

Contacts

Statute & Policy

Evaluation

TN Charters

Achievement

Growth Measures

Student Growth Portfolios

AGM

TNCompass

Roster Verification

**TEAM Training**

Additional Training

TEAM Best Practices Video Library

Office Hours

Enroll in TEAM Training

Training Materials

TEAM Training Presentations

## TEAM Training

[TEAM Certification FAQ](#)

# Resources



# TEAM Website

[Go](#)

<a href="#">Home</a>	<a href="#">Contacts</a>	<a href="#">Statute &amp; Policy</a>	<a href="#">Evaluation</a>	<a href="#">TN Charters</a>	<a href="#">Achievement</a>	<a href="#">Growth Measures</a>	<a href="#">Student Growth Portfolios</a>
<a href="#">AGM</a>	<a href="#">TNCompass</a>	<a href="#">Roster Verification</a>	<a href="#">TEAM Training</a>	<a href="#">Additional Training</a>	<a href="#">TEAM Best Practices Video Library</a>	<a href="#">Office Hours</a>	

# TEAM Timeline



## Upcoming Deadlines

All deadlines for the 2024-2025 evaluation cycle can be found here: [2024-2025 TEAM Evaluation Timeline](#)

## [2024-2025 TEAM Evaluation Timeline](#)



### 2024-25 TEAM Evaluation Timeline

This document provides district, charter schools, and school leaders with processes, deadlines, and resources related to educator evaluation. The department will communicate additional details and any adjustments via the [TEAM website](#), monthly configurator emails, monthly office hours, and department newsletters. All actions should be completed by **5:00 p.m. CT** on the dates listed unless stated otherwise.

Completion Date	Action	Owner(s)	Resources	Supporting Reports	Designation
June 3, 2024	TEAM evaluator <b>certification</b> and <b>recertification</b> process <b>opens</b> .	Evaluation Configurators Evaluators	<a href="#">TEAM Training Registration and Information</a>	Evaluator Credentials	Current Year (2024-25) Evaluation Implementation
June 21, 2024	Evaluation Flexibility Options Survey due	Directors of Schools Evaluation Configurators	<a href="#">Evaluation Flexibility Options Guidance</a>		Current Year (2024-25) Evaluation Implementation
July 1, 2024 (projected)	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>	Staff Assignments	Current Year (2024-25) Evaluation Implementation

# Email Support

- [TEAM.Questions@tn.gov](mailto:TEAM.Questions@tn.gov)
  - TNCompass
  - Observations
  - Growth Measures
    - TVAAS
    - Alternative Growth Measure –Universal Reading Screener
  - Achievement Measures
  - Evaluation Training
- [Portfolio.Questions@tn.gov](mailto:Portfolio.Questions@tn.gov)
  - Portfolio
- [RV.Questions@tn.gov](mailto:RV.Questions@tn.gov)
  - TVAAS Roster Verification
- [Compensation.Questions@tn.gov](mailto:Compensation.Questions@tn.gov)
  - District Differentiated Pay Plans
  - Vacancy Data Collection



# Email Support

- [Educator.Licensure@tn.gov](mailto:Educator.Licensure@tn.gov)
  - Licensure questions
  - Professional Development Points (PDPs)
  - Experience
- [TASL.Information@tn.gov](mailto:TASL.Information@tn.gov)
  - Tennessee Academy for School Leaders (TASL)
    - Academies
    - Credits
- [TN.Universalscreener@tn.gov](mailto:TN.Universalscreener@tn.gov)
  - Test Administration
  - Reporting
- [TNED.Assessment@tn.gov](mailto:TNED.Assessment@tn.gov)
  - Assessment



# Monthly Office Hours



<b>July 18, 10 a.m. CT</b>	2024-25 TNCompass Staffing	<a href="#">Click here to join the meeting</a>
<b>August 15, 10:00 a.m. CT</b>	Supporting 2024-25 Growth and Achievement Measure Selections	<a href="#">Click here to join the meeting</a>
<b>September 19, 10 a.m. CT</b>	Entering Final Achievement Measure scores for 2023-24	<a href="#">Click here to join the meeting</a>
<b>October 17, 10 a.m. CT</b>	LOE Data Preparation	<a href="#">Click here to join the meeting</a>
<b>No meetings in November or December</b>		
<b>January 16, 10 a.m. CT</b>	Partial Year Exemptions and Staffing Updates	<a href="#">Click here to join the meeting</a>
<b>February 20, 10 a.m. CT</b>	Observation Pacing	<a href="#">Click here to join the meeting</a>
<b>March 20, 10 a.m. CT</b>	Growth and Achievement Selection	<a href="#">Click here to join the meeting</a>
<b>April 17, 10 a.m. CT</b>	End of the Year Actions	<a href="#">Click here to join the meeting</a>
<b>May 15, 10 a.m. CT</b>	Entering Scores	<a href="#">Click here to join the meeting</a>

# Next Steps

- Update district staffing
- Ensure building level staffing is updated
- Share the evaluation implementation process with evaluators
- Provide any additional training as needed
- **Communicate expectation that all staff review and update email addresses in TNCompass**



# Thank You!

#TNBestforAll

