



# TEAM Video Library

School Services Personnel Rubric: Delivery of Services

## Facilitator Preparation Guide

Tennessee Department of Education | Summer 2024

# Supporting TEAM Observation Implementation

Through feedback surveys, principals and educators across the state asked for support with the School Services Personnel (SSP) Rubric. Leaders requested resources for identifying evidence, while educators requested more professional learning around the expectations of the rubric.

In the fall 2023, the Tennessee Department of Education (department) visited the Tennessee Principals of the Year to capture videos of SSP implementation in action. These became the foundation for the section edition of the TEAM Best Practices Library (BPL) which features a collection of engaging, practical, and thought-provoking presentations designed for individual professional development, as part of a professional learning community (PLC), or in a large group setting.

These ready-to-implement presentations provide administrators, leaders, and educators with the tools and resources to conduct a professional learning session based on the School Services Personnel (SSP) TEAM Rubric: Delivery of Services. This video library supports continuous reflective improvement of best practices to improve student outcomes through stronger educator practice. This is the foundation of the TEAM Evaluation System.

This presenter guide supports the use of:

- each of the slide decks for the twelve indicators,
- a culminating task at the end of each slide deck that provides participants an opportunity to reflect on their learning, and
- imbedded QR codes that allow learners to reflect and give feedback to the department on each session.

The indicator-specific presentations are designed so they may be used independently. The professional learning may be delivered as whole faculty professional development, small group PLC, or individual learning.

## Facilitator Preparation

Prior to delivering content from the Best Practices Library, presenters should:

- Download the slide deck from the [TEAM website](#) under the TEAM Best Practices Video Library tab for the selected indicator.
- Ensure the delivery site provides access to Wi-Fi and YouTube.
- Provide participants access to the [TEAM School Services Personnel Rubric](#) and [School Services Personnel Guidance Document](#).
- Provide participants materials for notetaking and capturing visuals for future reference.
- Identify a way to visually capture the ideas of the group (whiteboard, parking lot, etc.).

# Using the Slide Deck

Each slide deck title indicates the content by rubric and indicator.



**BEST FOR ALL**  
#TNBestforAll

## School Services Personnel Rubric: Delivery of Services

Problem Solving  
Summer 2024

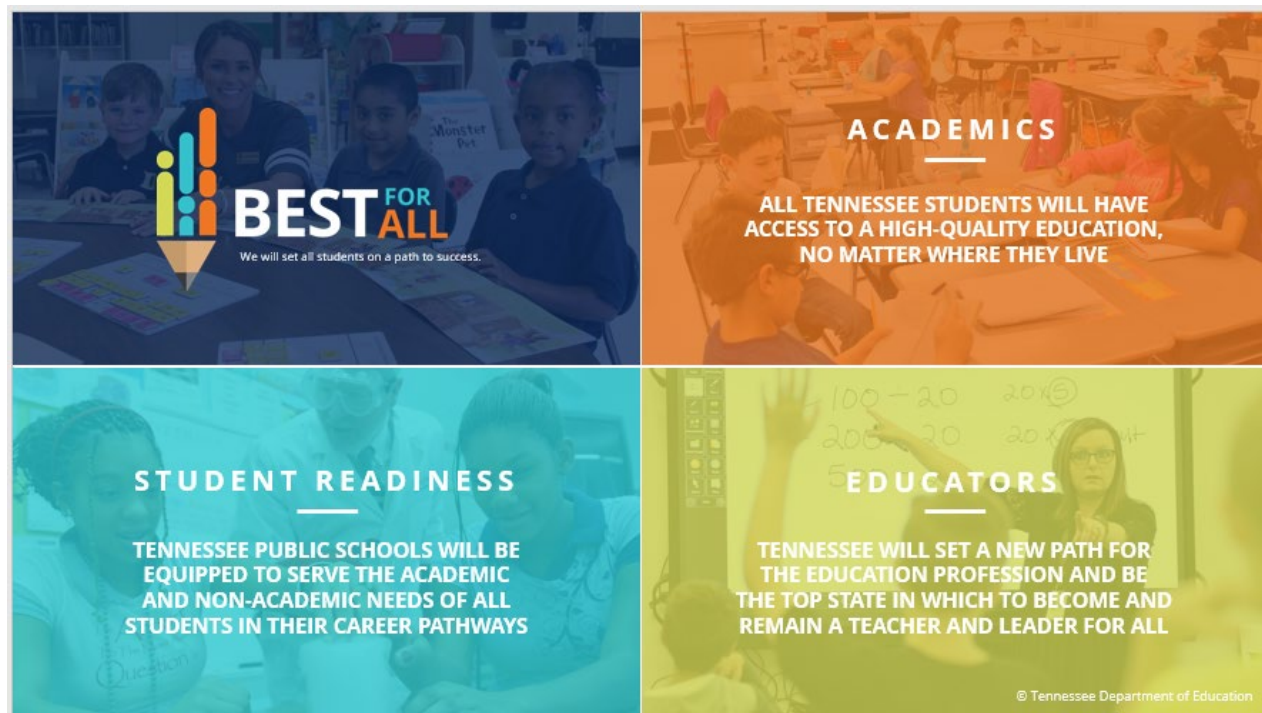
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### Facilitator Notes:

Have participants sit in collaborative groups of 2-4 when possible.

### Best For All Slide



**BEST FOR ALL**  
We will set all students on a path to success.

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

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

**EDUCATORS**  
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

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## Facilitator Notes:

This slide represents the department's Best for All strategic plan. Please share the following text with participants to support understanding.

*The Best for All strategic plan has three key components: academics, student readiness, and educators. All three are focused on setting all students on a path to success.*

*Our goal for educators is to make Tennessee the top state to become and remain a teacher and a leader. In order to do this, not only must we regularly review our practices to identify areas in which we have room to grow, but we must also support the growth and development of all educators in every stage of their careers.*

*Effective use of the multi-measure TEAM evaluation system creates a well-rounded picture of classroom practices. This allows leaders to develop clear action plans to strengthen and support those practices.*

## Indicator Name Slide



## Facilitator Notes:

Have participants access the TEAM SSP rubric and the specific indicator. Participants should have materials available to take notes.



## Overview of Indicator Slide

### Problem Solving

The key to this indicator is the educator's ability to analyze school data to identify a need, then implement activities and programs that make a positive impact on the school data.

Examples of possible school needs:

- High number of discipline referrals
- Low student or teacher attendance
- Low student achievement
- Low graduation rate
- Low promotion rate
- Negative school climate

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### Facilitator Notes:

Each presentation will have a slide that shares an overview of the indicator. Have participants discuss their thoughts and understanding of the indicator.

## Evaluator Expectations Slide

### Evaluator Expectations

During the conference possible evaluator questions could be:

- *"What data do you consider when determining the focus for your scope of work?"*
- *"What types of activities have you implemented to address our school's needs?"*
- *"What specific change(s) in our school's data are you expecting to see as a result of this work?"*

Possible sources of evidence are found in the activities the educator implements. The evaluator determines the impact the activity has on school data.

Possible evidence could be:

- *Students document areas in which they can make behavioral improvements,*
- *Student achievement data changes after small group work, and/or*
- *attendance improves after contact with parents or guardians.*

This indicator aligns strongly with *Motivating Students, Knowledge of Students, and Activities and Materials.*

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### Facilitator Notes:

The "Indicator Descriptors" slide unpacks the expectations of the indicator. This slide will include conference questions, what observers should look for, and the indicators with which it aligns. Many of

the indicators in the TEAM rubric are connected to other indicators. These connections will be identified when they exist. Encourage participants to look at the connected indicators for common language and concepts.

### Facilitation Support

*The following discussion questions may be used to support participant engagement.*


- *What other types of evidence might an observer look for in this indicator?*
- *How could this indicator align with other indicators in the delivery of services rubric?*
- *What are some follow-up questions that could be asked to clarify the implementation of this indicator during the educator's delivery of services?*

### Overview of Indicator Descriptors Slide

## Indicator Descriptors

The educator implements activities that positively impact school data, including the following (as applicable):

- Discipline referrals
- Attendance
- Student achievement
- Graduation rate
- Promotion rate
- School climate
- Course enrollment patterns
- CTE on-time completers



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### Facilitator Notes:

Each presentation will have a slide that gives an overview of the descriptors. Share this slide and have participants discuss their thoughts and understanding of the descriptors.

### Facilitation Support

*The following discussion questions may be used to support participant engagement.*

- *Which descriptor do you feel that you understand/implement the most?*
- *Which descriptor do you feel that you need more information about?*
- *Which descriptor do you feel that you need to improve upon?*

## Training Video Slide

### Evidence Capture Example

As you watch this video, note how the instructional coach shares with the principal that she uses benchmark data analysis to determine the focus standards for teachers.

After the benchmark data analysis takes place, the evaluator should assess this activity and identify the impact on student achievement data.



Video featuring instructional coach Ashley Reeves under the guidance of 2023-2024 Tennessee Principal of the Year Tina Francis, Putnam County Schools

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*Follow the guidance provided in the facilitator notes below for each "Evidence Capture Example" slide.*

### Facilitator Notes:

**Before participants watch the video, note the evidence they should observe of the indicated descriptor.** In some cases, participants will see evidence of more than one descriptor. Play the video by clicking the red play button. After watching the video, have participants discuss the evidence noted, questions they may have, and other possible evidence observed.

**Note:** The video link connects to a YouTube video on a browser. Exit the browser and return to the slide deck to continue the presentation.

## Practice Video Slide

### Evidence Capture Practice

Watch the video and note the activity implemented. What area could this activity impact? What school data should the evaluator review to determine the impact of the activity?



Video featuring school counselor Christian Collins under the guidance of 2022-2023 Tennessee Principal of the Year Kyle Loudermilk, Kingsport City Schools



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### Facilitator Notes:

Play the video by clicking the red play button. **As participants watch the video, have them take notes about the evidence they observe of the descriptors in the focus indicator.** In some cases, participants will capture evidence of more than one descriptor.

**Note:** The video link connects to a YouTube video on a browser. Exit the browser and return to the slide deck to continue the presentation.

### Participant Share-Out Slide

**Share evidence you captured of the activity positively impacting school data.**



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### Facilitator Notes:

After viewing the video, pause to provide groups an opportunity to discuss the evidence they captured and aligned to descriptors. Have each group share with the whole group. Capture evidence shared from each group on a visual. After sharing is complete, advance to the next slide.



## Possible Evidence Slide

### Possible Evidence

The school counselor described a small group activity for teachers to implement. The activity is a small group circle that allows students to voice attendance concerns. This activity is designed to impact student attendance. After the activity is implemented, the evaluator should review student attendance records for impact.



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### Facilitator Notes:

Encourage groups to discuss how this slide compares to their own captured evidence.

### Facilitation Support

*The following discussion questions may be used to support participant engagement.*

- *What evidence did your group discuss that was similar to the evidence captured on the slide?*
- *What evidence was captured on the slide that your group did not discuss?*
- *What other practices could the educator have included to make their delivery of services more effective?*


## Culminating Activity Slide

### Culminating Activity

Follow the QR code or the link below to access the form for the culminating activity.

[https://stateoftennessee.formstack.com/forms/ssp\\_rubric\\_video\\_library](https://stateoftennessee.formstack.com/forms/ssp_rubric_video_library)

Please use the form to reflect on today's learning and provide feedback about this resource.



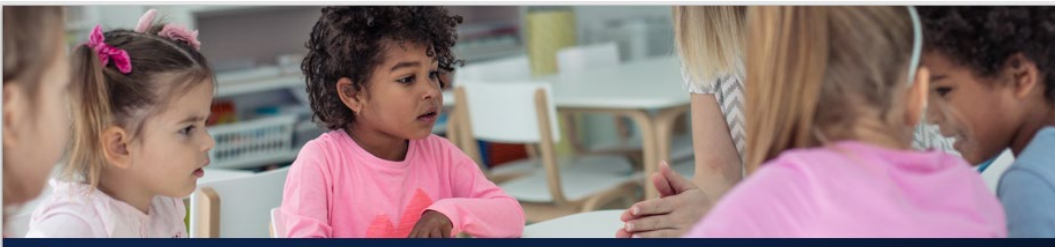
QR Code

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### Facilitator Notes:

This slide provides participants the opportunity to reflect on their learning and provide feedback on the resources provided. This culminating task may be accessed through the QR Code or the provided link/web address on the slide. For a copy of participant responses, please contact [TEAM.Questions@tn.gov](mailto:TEAM.Questions@tn.gov).


## Thank You Slide



### Thank You!

Email questions to [TEAM.Questions@tn.gov](mailto:TEAM.Questions@tn.gov)

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### Facilitator Notes:

Thank you for engaging with the TEAM Best Practices Video Library. For questions or requests for support for this learning, please feel free to reach out to [TEAM.Questions@tn.gov](mailto:TEAM.Questions@tn.gov).

### **Acknowledgements:**

Thank you to the school districts, Tennessee Principals of the Year, and educators who participated in the video capture of best practices to support the growth of educators across the state of Tennessee.

#### **Athens City School**

- Angel Hardaway, Principal
- Sonya Bivens, Instructional Coach

#### **Bedford County Schools**

- Layne Draper-Talbott, Principal
- Jennifer Kirby, Interventionist
- Emily Mullins, School Counselor

#### **Germantown Municipal Schools**

- Jessica Woody, Principal
- Casey Fernandez, School Counselor
- Brandi Fitchpatric, School Counselor
- Ellen Moak, Interventionist

#### **Kingsport City Schools**

- Dr. Kyle Loudermilk, Principal
- Stephen Baker, Dean of Students
- Christian Collins, School Counselor

#### **Obion County Schools**

- Laura Pitts, Principal
- Whitney Pope, School Counselor

#### **Putnam County Schools**

- Tina Francis, Principal
- Delores Fowler, Instructional Coach
- Ashley Reeves, Instructional Coach

#### **Rutherford County Schools**

- April Sneed, Principal
- Amy Davis, Instructional Coach
- Taylor Dugger, Instructional Coach