



2024-25 Charter Schools Office Hour
Monthly Office Hour
July 25, 2024



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



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



Staffing

Importance of Staffing

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

Administration

People Management



People



Staff Assignments

Updating Staffing for 2024-25



Considerations:

- 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

Academic Yr	Location Type	Location Name	Region I	District ID	District Name	SDEID	SDEBU	Schc	License Number	First Name	Middle Name	Last Name	Email	Role	TNC User
2024-2025	LEA													Observer	Yes
2024-2025	LEA													Non-Instructional	Yes
2024-2025	LEA													Non-Instructional	Yes
2024-2025	School													Observer	Yes
2024-2025	School													Observer	Yes
2024-2025	School													Teacher	Yes
2024-2025	School													Teacher	Yes

Remove Staffing



Staff Filters

Academic Year
2024-2025

LEA
[Redacted]

School
Select a School

Staff Status
 Active Removed

First Name
[Input Field]

Last Name
[Input Field]

License Number
[Input Field]

10 | 20 | 50 | 100 ↶ ↷
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Location [Redacted] Add LEA Staff

Status **Active**


License	Name	Role		Permissions
[Redacted]	[Redacted]	District Staff		Educator Profile Account Configure
[Redacted]	[Redacted]	District Staff		Educator Profile Account Configure
[Redacted]	[Redacted]	Evaluation Administrator		Educator Profile Account [Redacted] Configure
[Redacted]	[Redacted]	Superintendent		Educator Profile Account Configure
[Redacted]	[Redacted]	Instructional Supervisor		Educator Profile Account Configure
[Redacted]	[Redacted]	Instructional Supervisor		Educator Profile Account Configure
[Redacted]	[Redacted]	Superintendent Designee		Educator Profile Account [Redacted] Configure
[Redacted]	[Redacted]	Evaluation Administrator		Educator Profile Account Configure
[Redacted]	[Redacted]	Observer		Educator Profile Account Configure
[Redacted]	[Redacted]	District Staff		Educator Profile Account Configure

10 | 20 | 50 | 100 ↶ ↷
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Remove Staffing



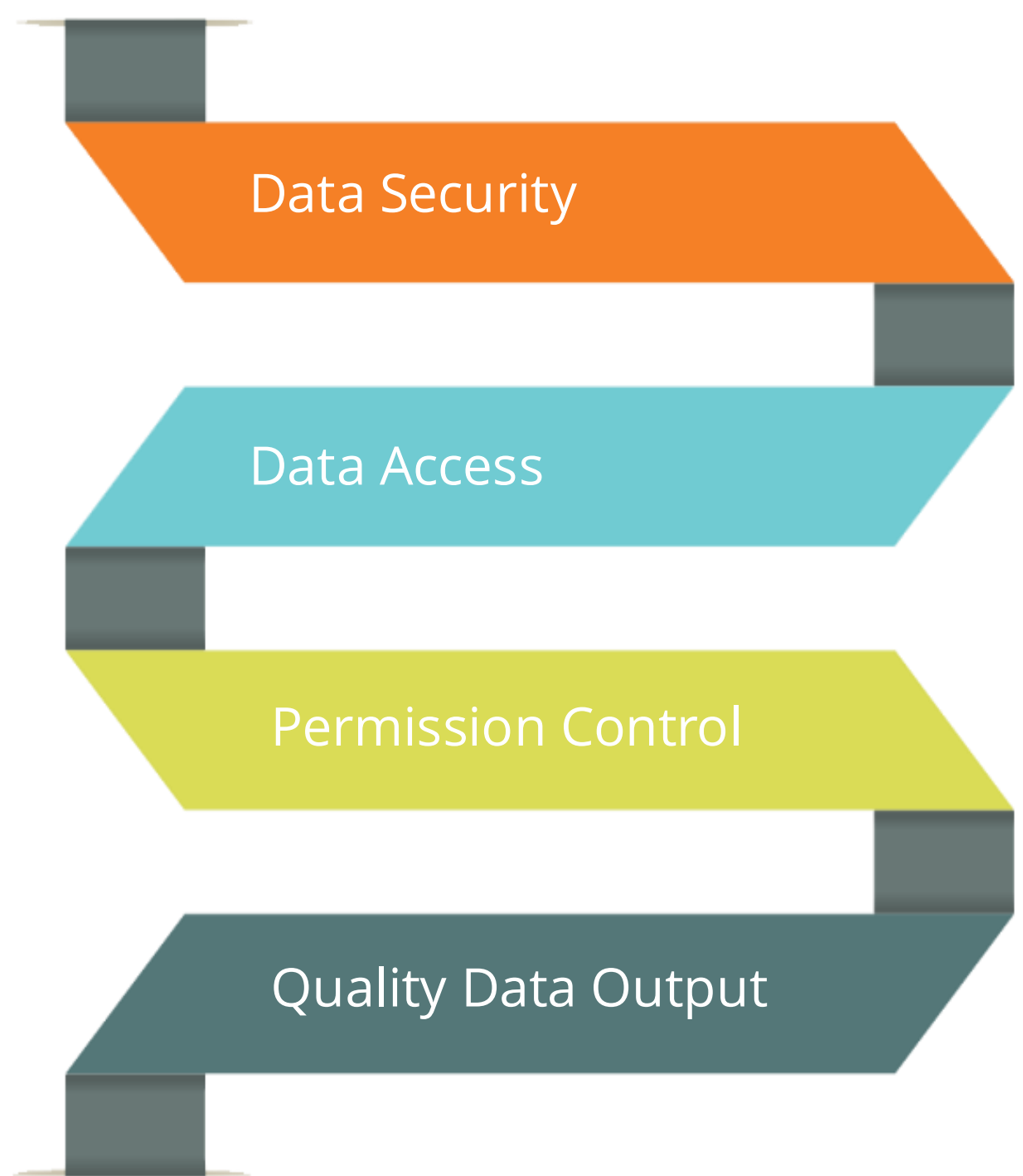
 You are about to remove [REDACTED] from this staff assignment. Are you sure?

Cancel **Confirm Remove**

Location [REDACTED]

Adding Staff

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



Staff Roles



District Level

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

School Level

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

Non-Instructional Role



Role	Basic Permissions
<p data-bbox="114 421 573 456">District or School Level</p> <p data-bbox="114 514 815 606">Appropriate for staff who are non-licensed or are waiting on a license</p>	<p data-bbox="871 421 1312 456">View announcements</p> <p data-bbox="871 464 1503 506">View personal dashboard items</p> <p data-bbox="871 514 1732 556">View and edit limited personal information</p> <p data-bbox="871 564 1719 606">View and edit account email and password</p> <p data-bbox="871 614 1184 649">View help links</p> <p data-bbox="871 706 1541 749">In Educator profile (if applicable):</p> <ul data-bbox="871 756 2102 1128" style="list-style-type: none"><li data-bbox="871 756 1465 792">• View personal evaluations<li data-bbox="871 799 1465 835">• View personal license data<li data-bbox="871 842 1821 885">• View personal staff assignments and history<li data-bbox="871 892 1617 935">• View personal license transactions<li data-bbox="871 942 1567 985">• View professional achievements<li data-bbox="871 992 2102 1035">• Submit a license transaction (depends on existing licenses)<li data-bbox="871 1042 1312 1078">• TASL (if applicable)<li data-bbox="871 1085 1299 1128">• CEO (if applicable)

Teacher



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

Observer



Role	Basic Permissions	Configurable Permissions
<p data-bbox="122 391 619 715">District or School Level</p> <p data-bbox="122 486 619 715">This role is appropriate for people who will strictly be observers and are not in another administrative role.</p>	<p data-bbox="665 391 1225 434">All permissions of a teacher</p> <p data-bbox="665 486 1365 625">View educator licenses and endorsements at school or all of district depending on staffing level</p> <p data-bbox="665 676 1365 862">View current year observations * If only set to observe teachers, cannot view evaluations for APs or principals</p>	<p data-bbox="1477 391 2023 482">Observe teachers (requires certification)</p> <p data-bbox="1477 534 1997 625">Observe leaders (requires certification)</p> <p data-bbox="1477 676 2074 862">May add evaluation attachments (view own attachments), add evaluation notes (view own notes)</p>

Instructional Supervisor



Role	Basic Permissions	Configurable Permissions
<p>Instructional Supervisor (District Level)</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">• View educator licenses and endorsements• View educator degrees/majors• View educator EPP enrollment status• View educator experience• View educator professional achievements	<p>Observe teachers and/or leaders (requires certification) Educator view (limited statewide search and past years) Data import Configure TASL (permission group) Evaluation view and edit options Additional licensure view and edit options Work Queue for PDP requests Reports access</p>

Adding Staff



Staff Assignments

Staff Filters

Academic Year
2024-2025

LEA
[Redacted]

School
Select a School

Staff Status
 Active Removed

First Name
[Input field]

Last Name
[Input field]

License Number
[Input field]

10 | 20 | 50 | 100



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Location [Redacted]



Add LEA Staff

Status Active

License	Name	Role		Permissions
[Redacted]	[Redacted]	District Staff		Educator Profile Account Configure
[Redacted]	[Redacted]	District Staff		Educator Profile Account Configure
[Redacted]	[Redacted]	Evaluation Administrator		Educator Profile Account Configure
[Redacted]	[Redacted]	Superintendent		Educator Profile Account Configure
[Redacted]	[Redacted]	Instructional Supervisor		Educator Profile Account Configure
[Redacted]	[Redacted]	Instructional Supervisor		Educator Profile Account Configure
[Redacted]	[Redacted]	Superintendent Designee		Educator Profile Account Configure
[Redacted]	[Redacted]	Evaluation Administrator		Educator Profile Account Configure
[Redacted]	[Redacted]	Observer		Educator Profile Account Configure
[Redacted]	[Redacted]	District Staff		Educator Profile Account Configure

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	<input type="text" value="Amelia"/>	 Amelia C Floyd (000225079) <i>Does have an active license</i> Email: Amelia.Floyd@tn.gov Date of Birth: 09/19/1966 SSN: XXX-XX-2844 Location: Tennessee Department Of Education - Licensing Evaluation Administrator
Last Name	<input type="text" value="Floyd"/>	
License Number	<input type="text" value="225079"/>	
SSN (last 4 digits)	<input type="text"/>	

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:	[Redacted]
Role:	District Staff

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

Previous Save Staff

Adding Staff



Location

[Redacted]

Add LEA Staff

Status

Active

License	Name	Role		Permissions
[Redacted]	[Redacted]	[Redacted]		Educator Profile Account Configure
[Redacted]	[Redacted]	[Redacted]		Educator Profile Account
000225079	Floyd, Amelia C	Instructional Supervisor		Educator Profile Account Configure
[Redacted]	[Redacted]	[Redacted]		Educator Profile Account Configure
[Redacted]	[Redacted]	[Redacted]		Educator Profile Account Configure

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

[Redacted]

Add LEA Staff

Status

Active

License	Name	Role		Permissions
[Redacted]	[Redacted]	[Redacted]	 	Educator Profile Account  Configure
[Redacted]	[Redacted]	[Redacted]	 	Educator Profile Account
000225079	Floyd, Amelia C	Instructional Supervisor	 	Educator Profile Account  Configure
[Redacted]	[Redacted]	[Redacted]	 	Educator Profile Account Configure
[Redacted]	[Redacted]	[Redacted]	 	Educator Profile Account Configure

Configuring Staff

Permission Groups

Group Name	Enabled
Evaluation View <ul style="list-style-type: none">evaluation summary and LOEsall observations and pacing statushistorical evaluationsadministrative edit historyattachmentsgrowth and achievement measuresindividual growthevaluation notesportfolio componentstudent survey component, when applicable	<input checked="" type="checkbox"/>
Intermediate Evaluation Edit <ul style="list-style-type: none">edit the observer assignmentreopen completed observationsdelete and restore observationsedit observations by others	<input checked="" type="checkbox"/>
Professional Development Points <ul style="list-style-type: none">access Professional Development Points work queue	<input checked="" type="checkbox"/>
Aggregate observation charts <ul style="list-style-type: none">Observation Indicator Scores chartObservation Refinement Breakdown chartObservation Reinforcement Breakdown chart	<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

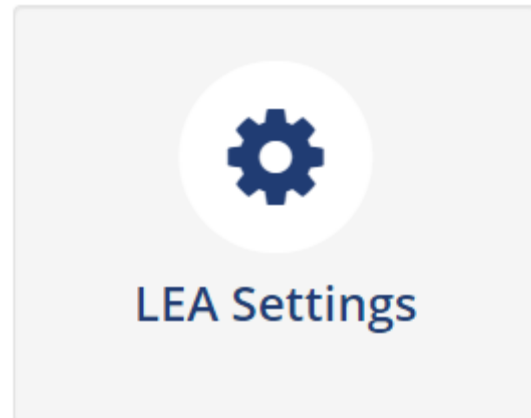
- Check LEA Contacts in TNCompass
- Update as necessary throughout the year



LEA Contacts

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

Settings



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

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TEAM Training

[TEAM Certification FAQ](#)

Resources



TEAM Website



Department of
Education

TEAM

Tennessee Educator Acceleration Model

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AGM	TNCompass	Roster Verification	TEAM Training	Additional Training	TEAM Best Practices Video Library	Office Hours	

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 certification and recertification process opens .	Evaluation Configurators Evaluators	TEAM Training Registration and Information	Evaluator Credentials	Current Year (2024-25) Evaluation Implementation
June 21, 2024	Evaluation Flexibility Options Survey due	Directors of Schools Evaluation Configurators	Evaluation Flexibility Options Guidance		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	TNCompass User Guide	Staff Assignments	Current Year (2024-25) Evaluation Implementation

Email Support

- TEAM.Questions@tn.gov
 - TNCompass
 - Observations
 - Growth Measures
 - TVAAS
 - Alternative Growth Measure –Universal Reading Screener
 - Achievement Measures
 - Evaluation Training

- Portfolio.Questions@tn.gov
 - Portfolio

- RV.Questions@tn.gov
 - TVAAS Roster Verification



Email Support

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



Monthly Office Hours



July 25, 10 a.m. CT	2024-25 TNCompass Staffing	Click here to join the meeting
August 22, 10:00 a.m. CT	Supporting 2024-25 Growth and Achievement Measure Selections	Click here to join the meeting
September 26, 10 a.m. CT	Entering Final Achievement Measure scores for 2023-24	Click here to join the meeting
October 24, 10 a.m. CT	LOE Data Preparation	Click here to join the meeting
No meetings in November or December		
January 23, 10 a.m. CT	Partial Year Exemptions and Staffing Updates	Click here to join the meeting
February 27, 10 a.m. CT	Observation Pacing	Click here to join the meeting
March 27, 10 a.m. CT	Growth and Achievement Selection	Click here to join the meeting
April 24, 10 a.m. CT	End of the Year Actions	Click here to join the meeting
May 22, 10 a.m. CT	Entering Scores	Click here to join the meeting

Next Steps

- Update LEA 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

