TEAM Administrator Evaluator Recertification Training Module 4

Department of **Education**
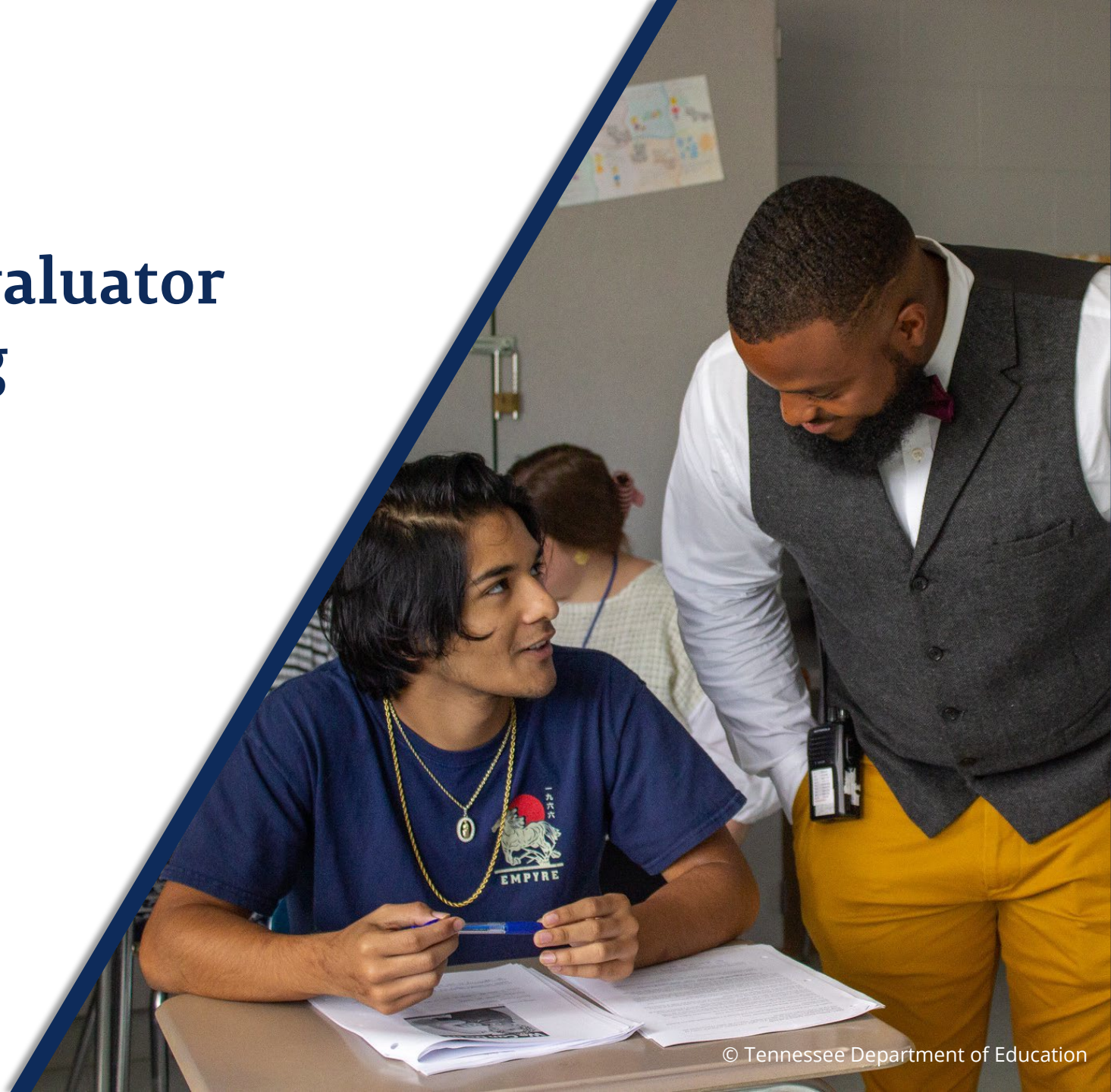
Agenda

- Overview of TEAM
  - Value of Evaluation Data
  - Theory of Action
- Generating a LOE
- Observation Cycle
- Deadlines
- Tennessee Instructional Leadership Standards & TEAM Administrator Observation Rubric
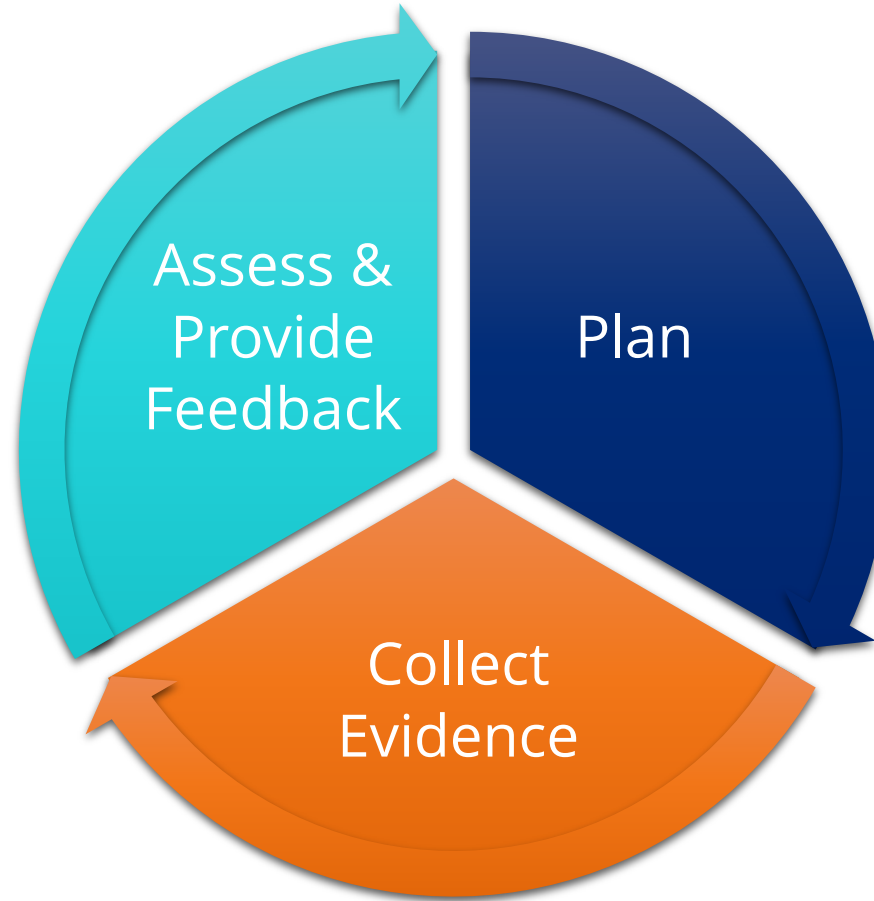- **Feedback**
- **Logistics**

Feedback

The Observation Cycle

Consider the observation process as a cycle of:

- planning,
- collecting evidence,
- rating leadership practice, and
- providing feedback.

Assess & Provide Feedback

Plan

Collect Evidence

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Self-Reflection

Administrator Evaluation Observation Self-Reflection Tool

School Administrator	Evaluator		Observation Date	Rating Descriptors
				5—significantly above expectations 4—above expectations
Self-Reflection / Formal Observation	**School Name**		**School Year**	3—at expectations 2—below expectations 1—significantly below expectations

Standards & Indicators	5	4	3	2	1	Comments	Score
Standard A: Instructional Leadership for Continuous Improvement							
A1. Capacity Building							
A2. Data Analysis & Use							
A3. Interventions							
A4. Progress Monitoring							
Standard B: Culture for Teaching & Learning							

Feedback:
The Key to Improving

- Include at least one feedback conversation during each evidence collection cycle.

- Evaluators may elect to hold more than two feedback conversations during the school year.

- Follow-up after feedback conversations on recommended changes in practice.

Reinforcement and Refinement

- Ensure that identified areas of refinement and reinforcement are from different indicators.
  - For example, do not cite Capacity Building as a refinement **and** reinforcement area.
- Choose areas for which you have **specific and sufficient evidence**.

Identify Examples: Reinforcement

- Identify **specific examples** from your evidence notes for the area of reinforcement.

- Examples should contain exact quotes and vivid descriptions that you observed and/or data that highlights key outcomes.

- For example, if the area of reinforcement is Interventions, you might highlight the following:
  - "In your faculty meeting on September 23, you set clear expectations for general education and special education teachers to collaborate."
  - "Your progress monitoring data indicates the literacy gap between special education and general education students has already shrunk by 8 percent."

Identify Examples: Refinement

- Identify specific examples from your evidence notes for the area of refinement.

- Examples should contain exact quotes and vivid descriptions that evaluators observed and/or data that highlights key outcomes.

- If your area of refinement is Leveraging Educator Strengths, you might highlight the following example:
  - "You stated earlier that you ask for volunteers to serve as grade level chairs. How might setting up specific criteria to select the grade level chairs rather than asking for volunteers for these positions affect the quality of your leadership team?"

Feedback Conversations
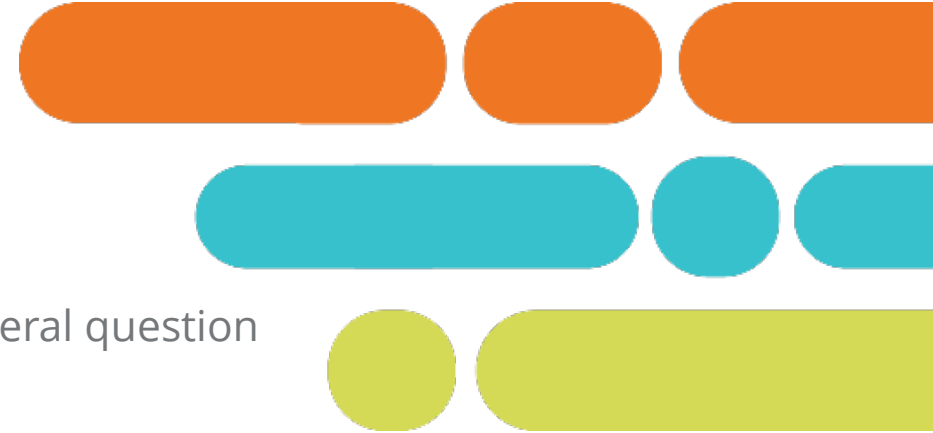
- **Introduction**
  - Include purpose of meeting, note timing in the school year, and ask a general question such as "How do you feel the school year is progressing so far?"

- **Reinforcement**
  - Ask a self-analysis question.
  - Provide evidence from notes.
  - To help establish the reinforcement area, you may ask: "Which area of strength, if leveraged, will have the greatest impact on student learning, teacher practice, and/or school improvement?"

- **Refinement**
  - Ask a self-analysis question.
  - Provide evidence from notes.
  - Give a recommendation for future practice or district support.
  - To help establish the refinement area, you may ask: "Which area of refinement, if leveraged, will have the greatest impact on student learning, teacher practice, and/or school improvement?"

Feedback and Next Steps

Insert video 9-
https://youtu.be/YtiMoe4_Sng

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Action Plan

Scoring

Scoring and Evidence Template

Evidence Notes	Standard A: Instructional Leadership for Continuous Improvement	Score
	A1: Capacity Building	

Logistics

TEAM Website
Contact Us

- Team.Questons@tn.gov
- Portfolio.Questions@tn.gov
- Support@portfolium.com
- Support@tncompass.org
- Evaas_support@sas.com
- Claiming.Questions@tn.gov
- Tned.assessment@tn.gov
- Educator.Licensure@tn.gov
- TASL.information@tn.gov

Grievances

- Statute and policy require districts to implement **local-level grievance procedures** to provide a means for evaluated leaders to challenge **accuracy of the data** used in evaluations and **adherence to evaluation policies.**

- **Observation ratings cannot be challenged.**

- Situations in which an educator can file a grievance:
  - **Fidelity** of the TEAM **process**
  - **Accuracy** of the TVAAS or achievement **data**

- Grievances must be filed **no later than 15 days** from date educator receives the results for each component, otherwise grievance considered **untimely and invalid.**

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The Certification Test

- State law **requires** all observers to be certified.

- You ***must*** pass the certification test before you begin any administrator observations.

- **Conducting observations without passing the certification test can lead to a grievance.**
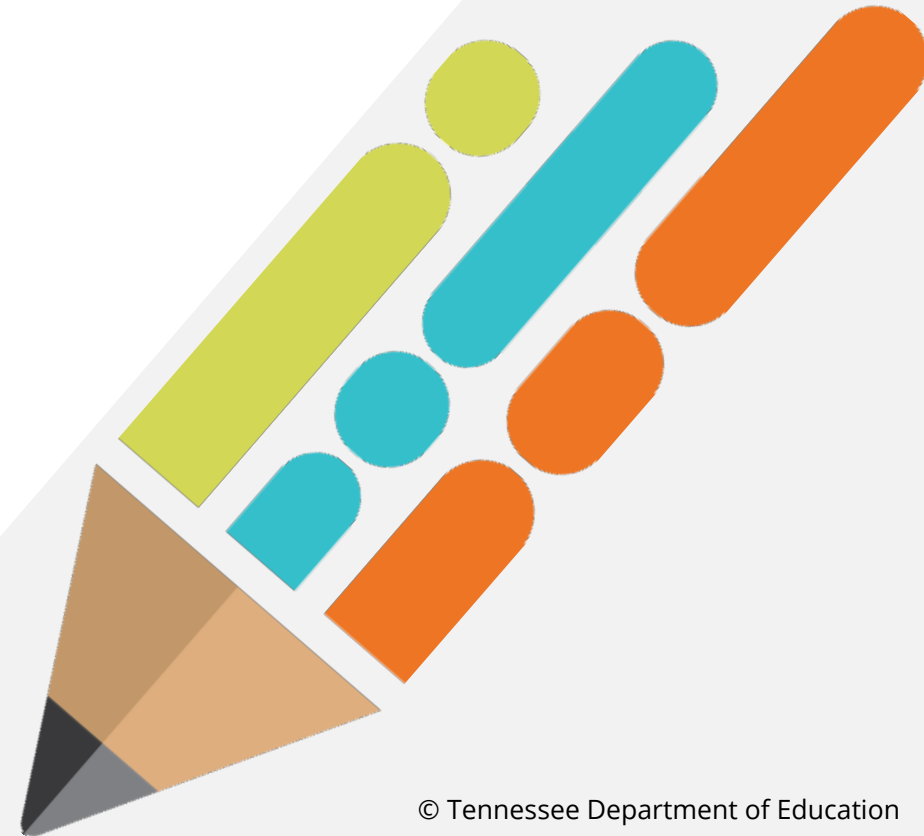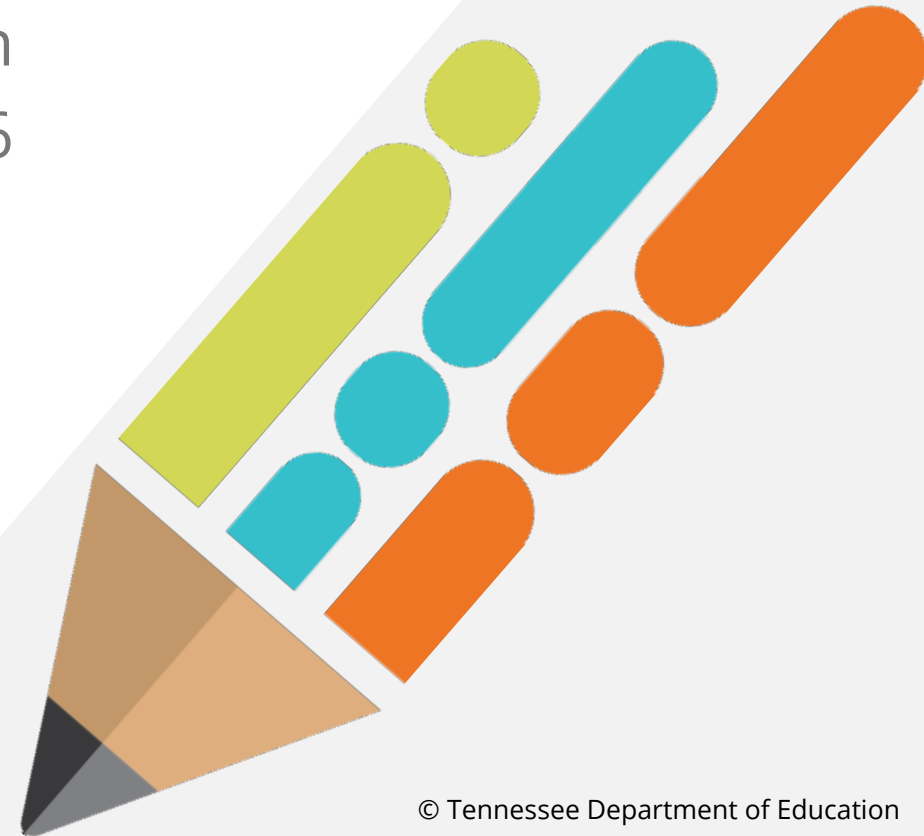
The Certification Test

General Knowledge of TEAM Administrator Evaluation

- Twenty multiple choice items on a variety of topics related to TEAM administrator evaluation

- Success criteria: Correct response on at least 16 items

- Download and save the certificate.

- Credentialed in TNCompass.

  - Must be staffed as an observer in order to complete observations.

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TASL Credit

- This training is a TASL-approved event for 7 hours.

- You will receive an email with the TASL grid from the department within a week of the completion of certification.

- This email may be uploaded in TNCompass as a pdf for documentation of TASL hours.

- **Please note: only the TASL grid email will be approved for TASL hours. The certificate of completion that is generated at the end of certification will not be accepted for TASL hours.**
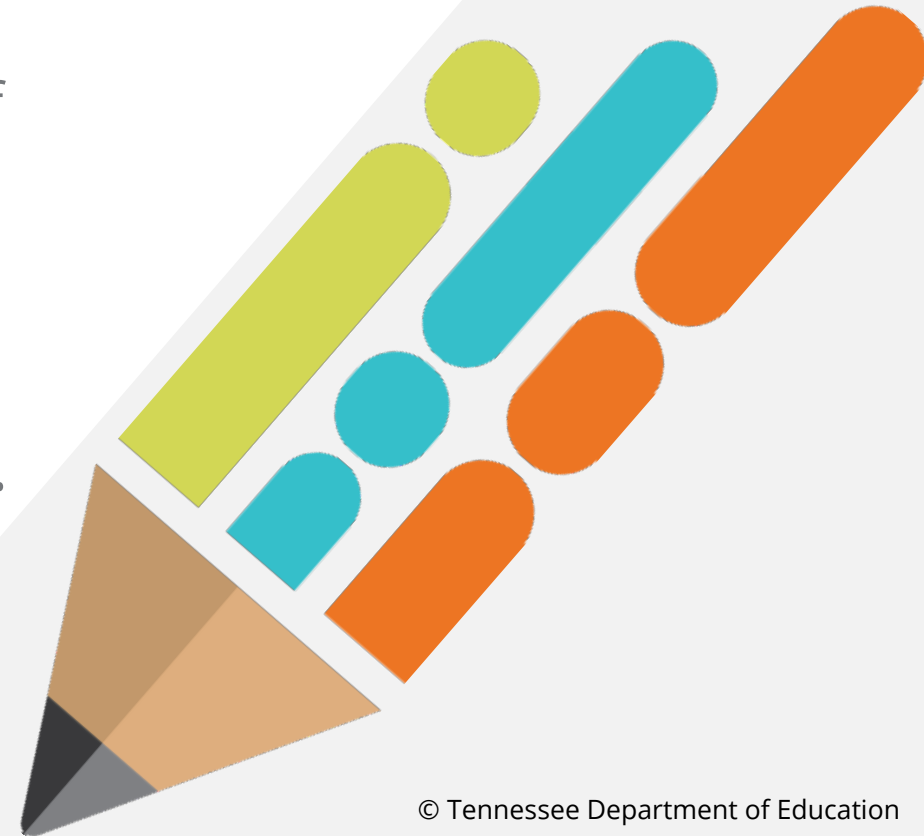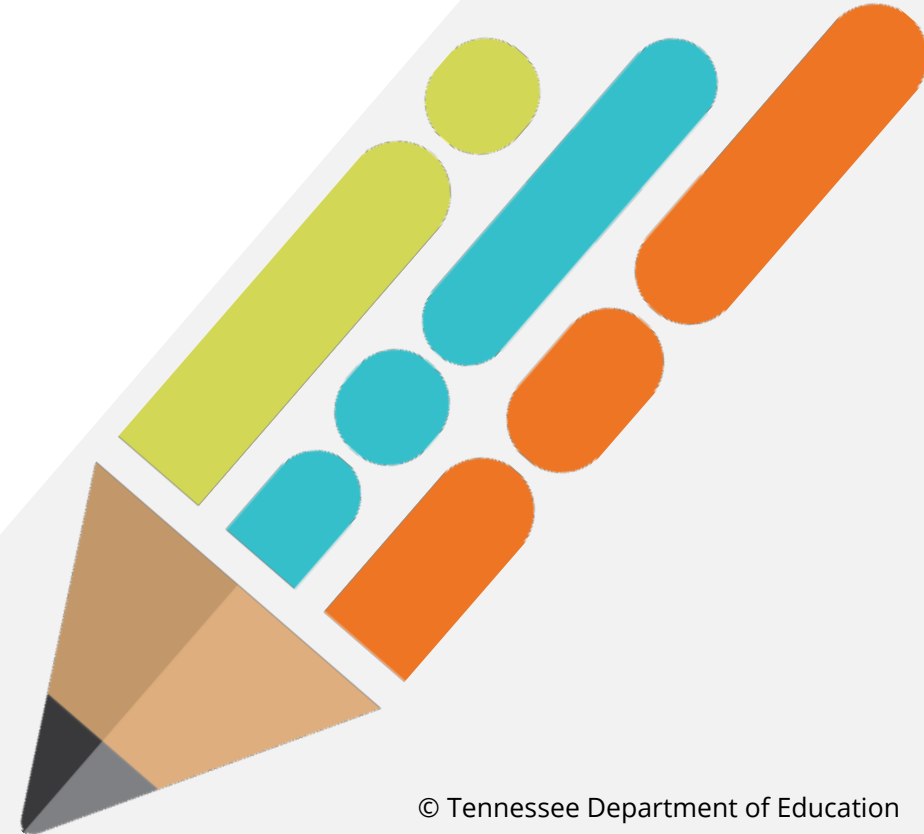
End-of Course Survey

- Following the completion of this certification course, you will be asked to complete a survey.

- The survey consists of both multiple-choice questions and open-ended responses.

- We use the feedback we receive on this survey to plan for next year's training.
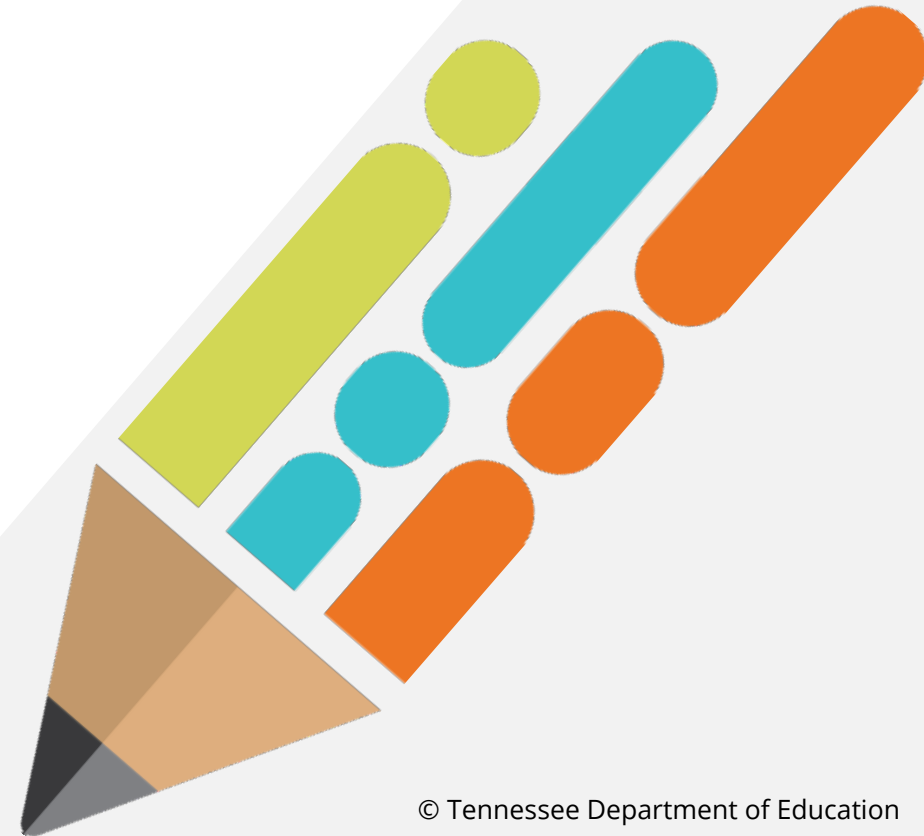
The Importance of Administrator Evaluation

Insert Video 10- https://youtu.be/o-hRUk4PnoI

Congratulations! You have completed TEAM Administrator Evaluator Recertification Training.

For further discussion (optional), please email team.questions@tn.gov to schedule time with a TEAM specialist for questions or concerns you might have prior to accessing the certification test.

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