



# TEAM Administrator Evaluator Certification Training Module 7

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# Agenda

- Overview of TEAM
  - State Policy
  - Value of Evaluation Data
  - Theory of Action
- Generating a LOE
- Observation Cycle
- Deadlines
- TILS (the Tennessee Instructional Leadership Standards), & TEAM Administrator Observation Rubric
- **Feedback**
- Resources and Logistics





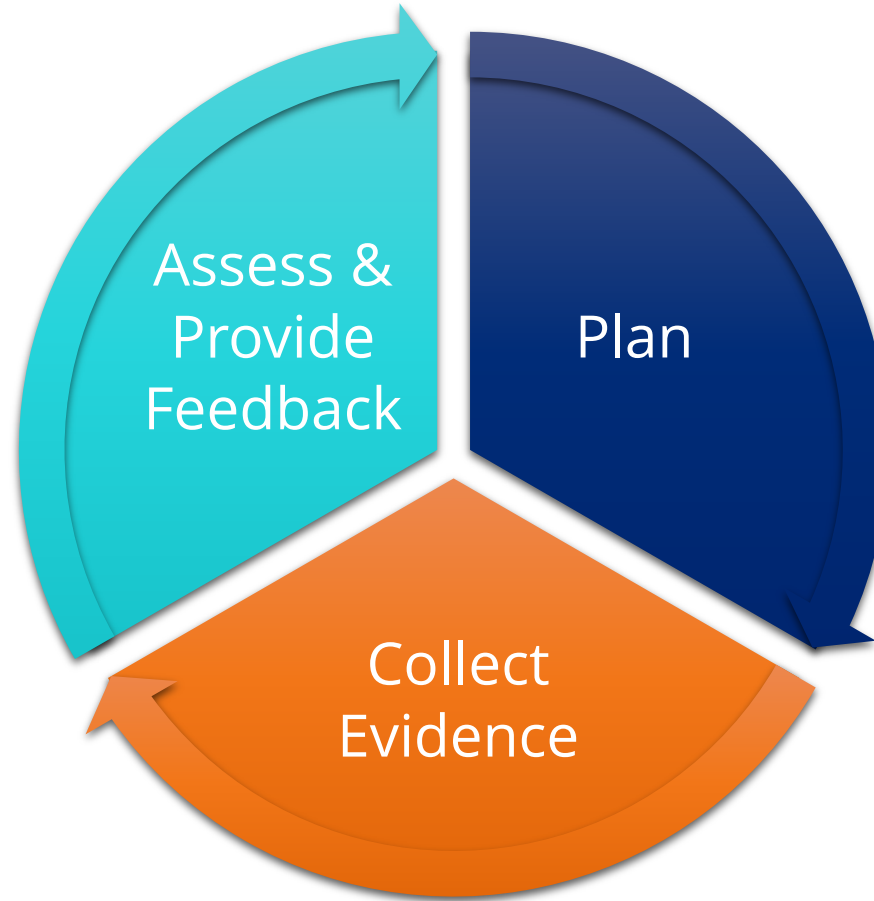
# Feedback



# The Observation Cycle

Consider the observation process as a cycle of:

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



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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 3—at expectations 2—below expectations 1—significantly below expectations				
Self-Reflection / Formal Observation	School Name	School Year					
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  - For example, do not cite Capacity Building as a refinement **and** reinforcement area.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.”





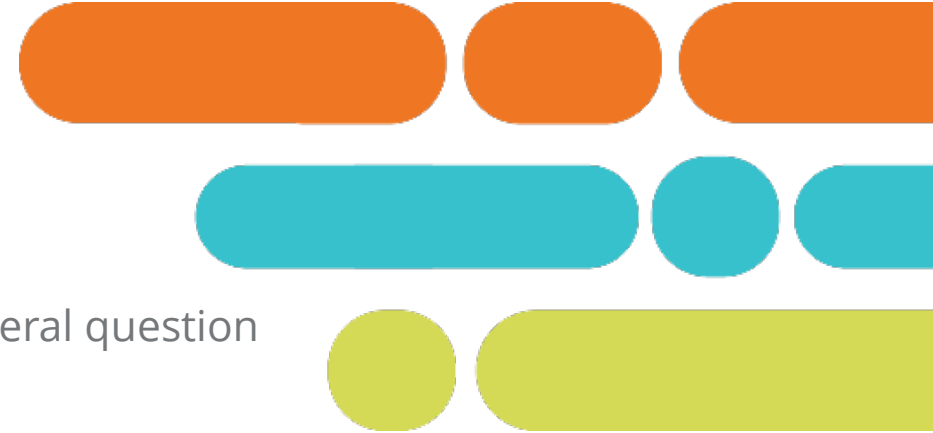
# Identify Examples: Refinement



- 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 here

[https://youtu.be/YtiMoe4\\_Sng](https://youtu.be/YtiMoe4_Sng)





# Action Plan

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# Scoring

Scoring and Evidence Template

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

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# Thank you for completing Module 7 of the TEAM Administrator Evaluator Training.

You may pause the training here, or you can continue to  
Module 8.

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