



**TEAM Observation Pacing Schedules
SCHOOL SERVICES PERSONNEL (SSP) ONLY
2022-23 School Year**

TDOE Guidelines

- ☑ Observation pacing for 2022-23 will be determined by the SSP’s 2021-22 data.
- ☑ All observations for designated SSP will be announced.
- ☑ Written feedback and an in-person debrief will be provided to SSP within 5 school days of each scored observation.
- ☑ SSP who were PYE (partial year exemption) in the previous year will have observations determined by the school year data immediately before the PYE year.
- ☑ Any PYE SSP who does not have data from the previous year or any non-PYE educator without an LOE in the previous year will have the maximum number of observations.

BCS Pacing

To better align with TNCompass Observation Cycles and TDOE Guidelines, SSP are grouped into three observation bands. The chart below provides a visual created by BCS. The TDOE chart and additional details are at the end of this document.

- ☑ *The chart below is a school specific observation timeline, which should be used as a foundation.*

Educator Group	Total State Required Minimum Rubrics Scored	1st Semester	2nd Semester
<i>Practitioner Levels 1-4</i> <i>Professional Level 1</i>	3 Delivery of Services 2 Planning of Services 2 Environment <i>with a minimum of three (3) domains observed in each semester</i>	1. Announced Planning of Services and Delivery of Services <i>(Activity/Session Length)</i> 2. Announced Environment and Delivery of Services <i>(Activity/Session Length)</i>	3. Announced Planning of Services and Delivery of Services <i>(Activity/Session Length)</i> 4. Announced Environment <i>(15 minutes)</i>
<i>Professional Levels 2-4</i>	2 Delivery of Services 1 Planning of Services 1 Environment <i>with a minimum of two (2) domains observed in each semester</i>	1. Announced Planning of Services and Delivery of Services <i>(Activity/Session Length)</i>	2. Announced Delivery of Services and Environment <i>(Activity/Session Length)</i>
<i>Practitioner Level 5</i> <i>Professional Level 5</i>	1 Delivery of Services 1 Planning of Services 1 Environment 2 Walk Throughs <i>with all scored domains in first semester and two walk-throughs in second semester</i>	1. Announced Delivery of Services, Planning of Services, and Environment <i>(Activity/Session Length)</i>	2. Walkthrough #1 <i>(15 minutes)</i> 3. Walkthrough #2 <i>(15 minutes)</i>



Observation Guidelines

The minimum required number of observations is based on licensure status and evaluation scores from the previous year.

Observing Multiple Domains During One Classroom Visit

Districts may choose to observe the instruction domain during the same classroom visit as either the planning domain or the environment domain.

Announced vs. Unannounced Visits

At least half of the observations must be unannounced, but it is the district's discretion to have more than half of the observations unannounced.

Educator Licensure Status ¹	Previous Individual Growth or Level of Overall Effectiveness (LOE) ²	Minimum Required Observations	Minimum Required Observations per Domain	Minimum Number of Minutes per School Year
Practitioner ³	Levels 1-4	All domains observed, with a minimum of three (3) domains observed in each semester, and a minimum of three (3) formal observations.	3 Instruction 2 Planning 2 Environment	90 minutes
	Level 5	One (1) formal observation covering all domains first semester; two (2) walk-throughs second semester.	1 Instruction 1 Planning 1 Environment	60 minutes
Professional	Level 1	All domains observed with a minimum of three (3) domains observed in each semester, and a minimum of three (3) formal observations.	3 Instruction 2 Planning 2 Environment	90 minutes
	Levels 2-4	All domains observed with a minimum of two (2) domains observed in each semester, and a minimum of two (2) formal observations.	2 Instruction 1 Planning 1 Environment	60 minutes
	Level 5	One (1) formal observation covering all domains first semester; two (2) walk-throughs second semester.	1 Instruction 1 Planning 1 Environment	60 minutes

See Tennessee State Board of Education Policy 5.201, *Teacher and Principal Evaluation Policy*, for more information. All SBE policies are located at <https://www.tn.gov/sbe/rules--policies-and-guidance/policies.html>

***Observation Pacing and Support

- (1) Observation pacing for teachers, school services personnel, and library media specialists shall meet the requirements included in the chart above.
- (2) An LEA or charter school using the TEAM model may choose to allow observers to combine domains during classroom observations provided the requisite minimum time, semester, distribution, and notice (announced versus unannounced) are met.
- (3) The number of required observations for educators who received a partial year exemption (PYE) in the previous year, shall be determined by their performance level in the school year immediately preceding the PYE year.
- (4) Any non-PYE educator without an LOE in the previous year shall have the maximum number of observations conducted based on the educator's license type.

***Retrieved from Tennessee State Board of Education, Educator Evaluation Policy 5.201
Adopted: 09/29/1994 Revised: 07/22/2022