

Teacher Effect Data/Value Added
PROCEDURE (INS-P011)
Clarksville-Montgomery County School System

1.0 SCOPE:

1.1 This procedure outlines and process of the distribution of Teacher Effect Data/TVAAS Scores to ensure proper distribution, review and maintain confidentiality of the information.

2.0 RESPONSIBILITY:

2.1 Chief Academic Officer

3.0 APPROVAL AUTHORITY:

3.1 Director of Schools

4.0 DEFINITIONS:

4.1 TVAAS: Tennessee Value Added Assessment System

4.2 Teacher Effect Data: Data showing estimates of specific teacher impact on the educational progress of the students.

5.0 PROCEDURE:

5.1 Estimates of specific teacher effects on the progress of students are made available to the specific teacher, the teacher's appropriate administrators as designated by the local board of education and school board members (ref. [INS-A008](#)).

5.2 Data may be used as follows:

5.2.1 As one of multiple data sources used in the initial stage of the evaluation (Review of Previous Evaluations) as diagnostic information in identifying areas of strength and areas to strengthen for the purpose of focusing professional development plans; and

5.2.2 As one of multiple data sources used by the educator in structuring responses to questions contained in the Teacher Conference Guide, particularly in the area of planning.

5.2.3 As set forth under state guidelines for teacher evaluation.

5.3 Teachers receive an email from the state department delineating how to access their teacher effect data through the state TVAAS website (<https://evaas.sas.com>). The email contains username and password. Teachers also need their current TN teacher license number to access the site.

5.4 The Director of Schools, Building Administrators, and Senior Instructional Team receive an email from the state department delineating how to access their teacher effect data through the state TVAAS website (<https://evaas.sas.com>).

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The email contains username and password. Administrators will also need their current TN teacher license number to access the site.

- 5.5 If an employee feels the data report is inaccurate, incomplete, has been impacted by environmental variables, or has been impacted by certain specific problems and/or extenuating circumstance, he/she may put objections and descriptions of variables, special problems and/or extenuating circumstances in writing and attach them to all copies of the data report.
- 5.6 The Accountability Coordinator serves as the point of contact for resolving local issues related to the Teacher Effect Data online process.

1. 6.0 ASSOCIATED DOCUMENTS:

- 6.1 Teacher Effect Data
- 6.2 TCA 49-1-606(a)
- 6.3 TCA 49-1-606(b)
- 6.4 TVAAS data
- 6.5 Summative Conference
- 6.6 State Model for Local Evaluation
- 6.7 Library/Media Specialist State Model for Local Evaluation
- 6.8 Special Groups State Model for Local Evaluation
- 6.9 Competency IIIA: Uses Evaluation to Improve Instruction

2. 7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Teacher Effect Data	Locked file cabinet in HR	Five years	Shredding	Secured Office
Teacher Roster	Locked file cabinet in HR	Five years	Shredding	Secured Office

1. 8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
12/09/04		Initial Release
4/21/05	A	Change 5.3, revise flowchart



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12/20/06	B	Change Responsibility
8/08/08	C	Change reviewed with to provided to in 5.3, update flowchart
7/11/11	D	Under the new process, the state sends teachers' and administrators emails on how to access the data from the secured state website. The data is then downloaded as a pdf.

9.0 FLOWCHART:

9.1 A flowchart detailing this process can be found in "Exhibit A" of this procedure.

***** End of Procedure *****