TEAM SCHOOL ADMINISTRATOR PROGRAM GUIDE 2025-2026

TEAM
Teacher Education And Mentoring Program
Bridging the Journey from Preparation through Professional Practice

EASTCONN
advocate educate elevate

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INTRODUCTION

Administrators are a key support for beginning teachers. They are instructional leaders who can help beginning teachers grow professionally. Through their observations of the teacher's practice, administrators can provide feedback and offer strategies to help teachers improve their practice. Teachers should reach out to their administrators for guidance and support in identifying professional learning opportunities within the district that can build the teacher's new learning.

The mission of the TEAM Program is to promote excellence, equity, and high achievement for Connecticut students by engaging teachers in the purposeful exploration of professional practice through guided support and personal reflection.

The goals of the TEAM Program are to:

- Provide all beginning teachers with the support they need to develop as effective educators;
- Ease the beginning teacher's transition into the teaching profession to retain effective teachers;
- Develop teachers who are reflective practitioners, able to critically assess their practice against CT's teaching standards, and are committed to continuous professional learning;
- Cultivate an understanding of the professional responsibilities of an educator;
- Foster collaborative learning communities for all educators; and
- Provide excellent teachers the opportunity to develop as educational leaders.

Beginning teachers participating in the program are assigned a mentor to guide them while they progress through the program. Beginning teachers are required to complete up to five professional growth modules depending on their certification endorsement. These five modules provide a learning process focused on the following domains of the Connecticut Common Core of Teaching (CCT) 2010:

- Classroom environment,
- Planning,
- Instruction,
- Assessment, and
- Professional responsibility.

TEAM PROGRAM EXPECTATIONS

ROLES AND RESPONSIBILITIES

Research shows successful mentor programs are characterized by strong leadership and management. New teachers benefit from engagement in purposeful, ongoing, formal and informal learning opportunities that help them to become more reflective professional educators.

The TEAM program is a process of continuous professional growth. While TEAM completion cannot be used as a component of the teacher evaluation process, as the administrator, you can assist the beginning teacher in developing their instructional skills in a number of ways:

- monitor the mentor-mentee relationships;
- make good decisions about matching mentors and mentees- pair new teachers with trained mentors in similar grades and subject areas where possible;
- provide common planning time and frequent face-to-face interaction among mentors and beginning teachers;
- encourage novices to work with other teachers to develop, through co planning and co-teaching or through observing in veteran teachers' classrooms;
- make sure that new teachers' course schedules require as few separate preparation efforts as possible;
- if possible, avoid assigning schedules that require new teachers to change classrooms during the day;
- help beginning teachers choose and focus on a single area of focus to develop new learning; and
- provide release time to observe beginning teachers in action and document.

Relationships matter – it is important to take time to get to know the new teachers and establish a strong working relationship.

Beginning Teachers must have an active EDS assignment and meet the above criteria certification and assignment criteria to access modules in the TEAM dashboard. Please contact the TEAM District Facilitator if you are unable to create a TEAM user account and/or do not have access to the TEAM modules.

RECRUITING NEW TEACHER LEADERS AS MENTORS

As an administrator, you may frequently work with teachers who you believe could serve as excellent mentors for beginning teachers. If you have a recommendation, please let your District Facilitator know. They will reach out to the teacher directly to let them know of your recommendation and inform them of the steps they will need to take to become eligible to serve as a TEAM Mentor.

See the TEAM Program Manual Section 2.B for more information on the recruitment of prospective Mentors and Cooperating Teachers.

ELIGIBILITY AND EXEMPTIONS FOR BEGINNING TEACHERS

For any questions related to TEAM eligibility or exemptions, please contact your TEAM District Facilitator.

ADMINISTRATOR TRAINING

Available upon request, to familiarize building administrators with the TEAM Program, their role in the program, and how the program can align with and promote district initiatives. Contact your local RESC for more information.

USER ACCOUNT

User accounts are not automatically created. All users need to create an account on the TEAM dashboard. When a user account is created, the system will grant the user the appropriate role based on the primary assignment data in EDS.

TEAM notifications and communications are sent to the email address used for the TEAM username including CSDE communications regarding approaching TEAM deadlines. It is recommended that users update their profile information at the start of each school year. See Create an Account and/or Profile sections for more information.

ADMINISTRATOR EDUCATOR DATA SYSTEM (EDS) ASSIGNMENTS

The school administrator role is automatically assigned if the individual has an administrative assignment and endorsement in the Educator Data System (EDS). EDS assignments are entered at the district level so there is typically a delay in this role being reflected in the TEAM dashboard. Administrator assignments include:

- Principal
- Assistant or Vice Principal
- Program Director/Curriculum Coordinator
- Director of Pupil Personnel Services
- Assistant, Deputy or Associate Superintendent
- Superintendent
- Department Chair w/ Evaluation
- Dean of Students

Individuals with a qualifying administrative endorsement serving in non-administrative roles may support TEAM in their district as a school administrator. In this instance, please submit a technical support ticket (See the Technical Support section for more information) as a temporary administrative assignment will need to be entered to activate the school administrator role.

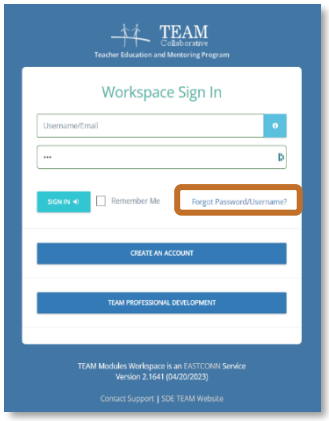
CREATE AN ACCOUNT

To create a TEAM user account, go to https://ctteam.org and click “Create an account”. You will need your EIN to create your TEAM account.

Please note that your TEAM user account will be linked to your school/district based on your district assignment in EDS and a new account does not need to be created upon switching to a new school/district.

FORGOT USERNAME/PASSWORD

Click on the “Forgot password/username?” on the sign-in page. Enter the email address used for your TEAM username. You will then have the option to send an email reset link or answer account challenge questions.



If it does not recognize your email address, click the “Forgot username” button. Enter your EIN and any possible last names your account may be under.

If you are still unable to access your account, you can contact your TEAM District Facilitator to reset your TEAM username and/or password or submit a ticket by clicking the “Contact Support” link at the bottom of the TEAM site page. Please include your EIN so we can locate your TEAM account.

PROFILE

Access your TEAM profile by clicking *My Profile* on the TEAM main menu or clicking your name at the top right of the screen then “Profile”. View your current roles, district, and school information. Click “Edit Username/Password” to access the Profile menus.

PERSONAL INFO

You can edit your TEAM username and contact information at any time. Please note that your profile name is what will populate on your district’s dashboard page. Please make sure to update your profile name with any name changes.

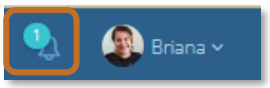
CHANGE PASSWORD

Click the “Change Password” tab to update your existing password. TEAM requires a minimum of 6 characters.

CHALLENGE QUESTIONS

Click the “Challenge Questions” tab to update or create challenge questions. Challenge questions allow you to access your TEAM account if you forget your password and/or are unable to receive emails at your current TEAM username email address.

USER NOTIFICATIONS



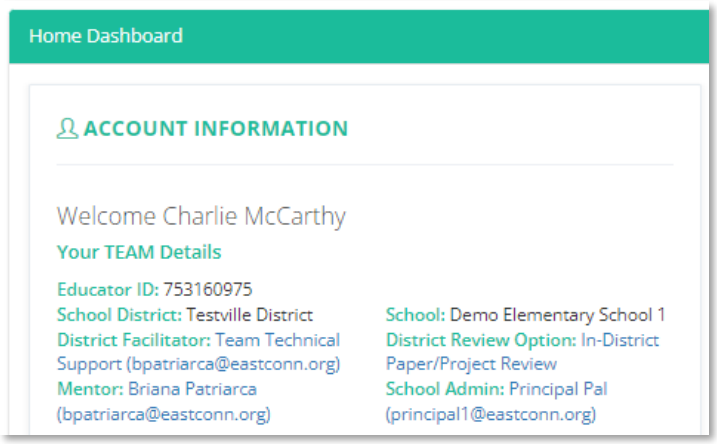
TEAM users may receive email and/or system notifications regarding the TEAM dashboard. You can view system notifications by clicking on the bell icon. Email notifications are sent to the TEAM username email address. If you are using a school email address and are not receiving TEAM email notifications, please contact your school's IT staff to ensure that productsupport@eastconn.org is not being blocked.

TEAM DASHBOARD

You can access your dashboard at any time by clicking on the TEAM logo at the top left of the page or clicking *Dashboard* on the TEAM main menu.

ACCOUNT INFORMATION

The following information is listed on the Account Information tile:



- **Educator Identification Number (EIN), school and district information** are based on the district assignment information received from EDS. The system retains the last district worked until a new district assignment has been entered and transferred from EDS.
- **TEAM District Facilitator** is the primary TEAM District Facilitator associated with your current district in TEAM. This role is manually updated by TEAM Technical Support and therefore there may be a delay in updates to this assignment being reflected in the dashboard.
- **District Review Option** identifies your current TEAM district's review option. There are three review options available to districts. Click on the review option to learn more about your district's selected review option.
- **Mentor and School Admin** are the currently assigned mentor and school administrator in the TEAM dashboard. Mentor and admin matches are done by the TEAM District Facilitator. There is typically a delay in these matches being added/updated for new Beginning Teachers and those that have moved to a new district.
- Certain **Dashboard Resources** may be posted in the blue "Dashboard Resources" box under the Account Information tile. See the Dashboard Resources section on how to view all dashboard resources.
- A red box will appear with a **deadline notice** for Beginning Teachers within six months of their TEAM deadline date. This notice includes important information regarding submission timeframes to allow for potential revisions and resubmissions for unsuccessful modules.

TEAM SYSTEM MESSAGES

TEAM system messages can be accessed on the TEAM dashboard and/or via the TEAM main menu and contain announcements from CSDE and TEAM Technical Support regarding changes to the dashboard. Certain announcements may be only visible to specific user roles.

TEAM PROCESS IN THE TEAM DASHBOARD

It is recommended that Beginning Teachers follow up with their TEAM Mentor and/or District Facilitator regarding their district's expectations and TEAM processes as these can vary by district. Below is an overview of the general TEAM process for a Beginning Teacher in the TEAM dashboard.

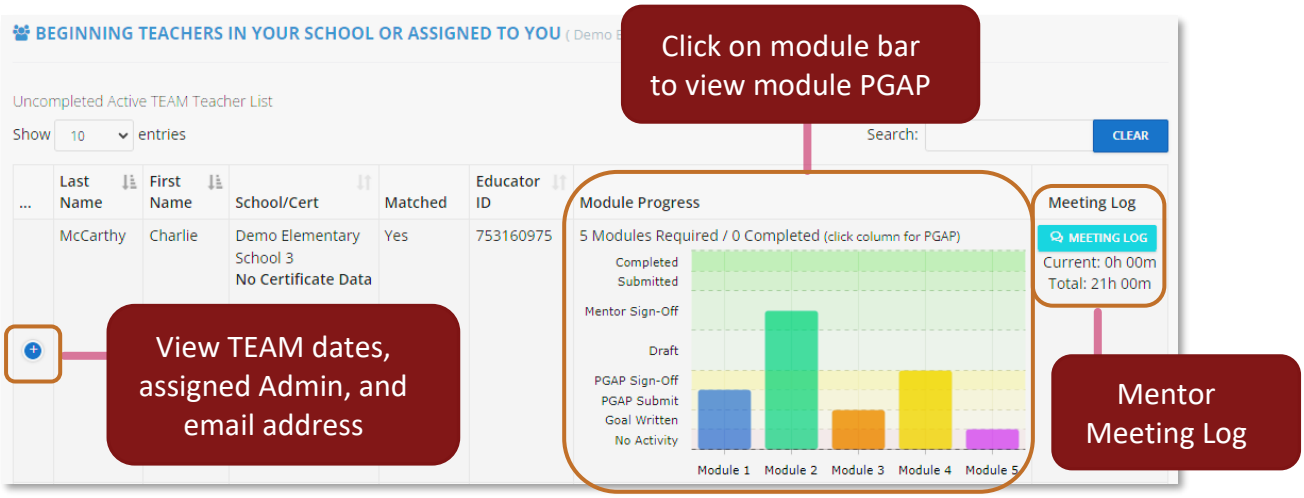
BEGINNING TEACHER ASSIGNED MENTOR AND ADMINISTRATOR

TEAM District Facilitators assign Mentors and Beginning Teachers to Beginning Teachers in the TEAM dashboard. There may be a delay in Mentor and school administrator matches being reflected in the TEAM dashboard as assignment data is entered in the EDS.

Assigned Mentor and Administrator matches may carryover as educators move districts. It is important that administrators ensure that there are no pending PGAPs prior to moving districts and/or that the assigned match is correct before submitting PGAPs or modules for Mentor review/final sign-off as this could result in additional delays in the TEAM module completion process.

BEGINNING TEACHERS PAGE

School administrators can monitor Beginning Teachers within their assigned school using the *Beginning Teachers* page on the School Administrator dashboard. The "Matched" column indicates whether the District Facilitator has assigned the Beginning Teacher to you.



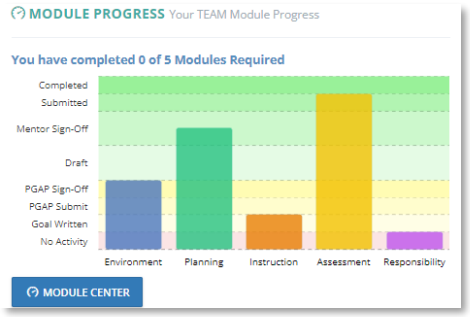
MODULES

Modules 1-5 include an Educator Preparation Program survey at the start of each module. The following reviews the process for submitting modules 1-4 within the TEAM dashboard. Because districts may have different requirements and processes for module submission some of these steps may be completed outside of the TEAM dashboard.

ACCESS TEAM MODULES

Beginning Teachers can access the TEAM modules via the:

- TEAM main menu
- Module Center button on the *Module Progress* tile on the TEAM dashboard page
- Clicking a bar on the bar graph on the *Module Progress* tile
- Clicking on module notifications in the TEAM dashboard



MODULE RESOURCES AND SAMPLES

A sample of the PGAP components, log entries, reflection paper are available within each module under the Reflection Paper/Project Progress bar. A sample is also included in the blue directions box at the top of each PGAP to-do list item and module draft page.

Additional resources and samples can be found on the CSDE TEAM Beginning Teachers page (https://portal.ct.gov/SDE/TEAM/Beginning-Teachers)

MODULE STEPS

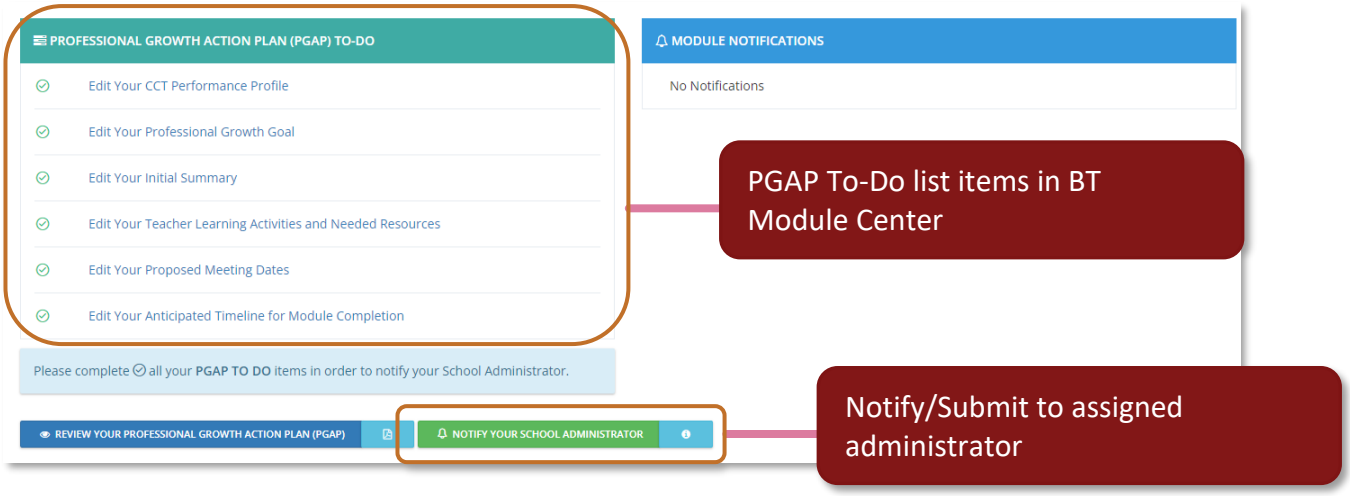
The following graphic provides a visual of the steps to submit a module in the TEAM dashboard.

PROFESSIONAL GROWTH ACTION PLAN (PGAP)

Beginning Teachers complete to-do list items in the dashboard to develop their PGAP. These items include:

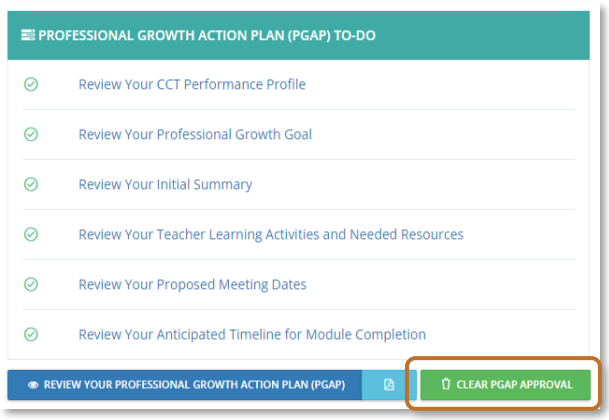
- Selecting CCT **Performance Indicator** and descriptors to most accurately describe the Beginning Teacher's current practice as well as noting what is currently being done for the selected indicator;
- Developing a **professional growth goal** connected to your selected indicator that can be achieved within 8-10 weeks;
- Developing an **initial summary** which builds on the indicator notes and provides a clear picture of what is currently happening for the chosen indicator.
- Identifying **learning activities and resources** that the Beginning Teacher will utilize in for their professional growth;
- **Proposing meeting dates** and times to meet to meet with the assigned mentor;
- Identifying the **anticipated timeline for module completion** (8-10 weeks) including any district designated due dates.

Each to-do list item must be marked as completed at the bottom of the item page. Once all PGAP items have been completed by the Beginning Teacher, the Beginning Teacher submits the PGAP to the assigned administrator for approval (the "Account Information" tile on the dashboard homepage lists the currently assigned administrator).



REVISING PGAP

Once PGAPs are submitted to an administrator or if they are pending Mentor feedback/final sign-off they cannot be edited until the PGAP is returned (Administrators should return the PGAP with a conference date/time if the district is unable to support the PGAP and revisions are needed).



If a PGAP has already been approved and it needs to be revised, the Beginning Teacher can click the "Clear PGAP Approval" button to revise and resubmit to their assigned administrator.

PGAP APPROVAL – PENDING PGAP APPROVAL PAGE

Administrators will receive an email notification to their TEAM username email account as well as a system notification when a PGAP has been submitted to them. On the *Pending PGAP Approval* page on the School Administrator menu, click REVIEW to view the PGAP.

At the bottom of the PGAP select either:

- SIGN OFF to approve the PGAP
- RETURN FOR REVISION to return the PGAP for revision and resubmission
    - Add optional notes and/or a conference date/time to review the PGAP and revisions needed.
    - PGAPs returned requiring revision or conference are indicated in the status column.

Beginning Teachers cannot submit their draft for Mentor feedback until their PGAP has been approved.

TROUBLESHOOTING PGAPS

I do not see the PGAP and did not receive a notification.
Go to the Beginning Teachers page and check that they are assigned to you. If not, contact the District Facilitator to update the match. Once updated, have the Beginning Teacher click the "Renotify school administrator" button under the PGAP to-do list to reroute the PGAP to you.

I received a notification for a PGAP, but don't have an administrator dashboard anymore.
The School Administrator dashboard is automatically applied to accounts if their primary EDS district assignment is considered an administrative role (See Administrator Educator Data System (EDS) Assignments for more information). Check with your district's EDS data entry staff to confirm that your district assignment has been entered into EDS and whether the primary assignment is considered administrative. If your primary assignment is not

administrative, please submit a technical support ticket and we will manually update your assignment in TEAM.

There is no way to return the PGAP to the Beginning Teacher for them to revise it.
If the PGAP is pending approval and needs to be revised, click the "Conference" button to return the PGAP to them for revisions. You will be prompted to select a meeting date/time to review the PGAP with the Beginning Teacher and can add additional notes/comments. Once saved, the Beginning Teacher will have the opportunity to revise and resubmit.

PERSONAL JOURNAL

The Personal Journal provides a space to enter personal entries/notes. Personal Journal entries are only visible to the user and are ideal for entering notes, observations, resource information, etc.

The Personal Journal should NOT be used to document logged meeting hours between the Mentor/Beginning Teacher or to document PGAP approval.

REVIEW DISTRICT PLAN

The Review District Plan is available to all users and will populate a PDF of the last submitted district plan for the district the user is currently tied to in the TEAM dashboard. Consult with your District Facilitator if you have any questions about your District Plan.

DASHBOARD RESOURCES

The *Dashboard Resources* page contains dashboard, TEAM program, and district-specific resources posted by CSDE or TEAM District Facilitators. Video playlists are available for each role and are posted on the *Dashboard Resources* page or via the EASTCONN Applications YouTube page.

Resources can be role-specific and may populate/disappear based on your dashboard roles.

SUPPORT

TECHNICAL SUPPORT

For technical issues with the TEAM dashboard, individuals can submit a ticket by clicking the:

- Contact Support Link at the bottom of the TEAM page
- Technical Support on the TEAM main menu (logged into TEAM account)

Please be sure to be as specific as possible regarding your issue including the page you are having difficulty/issues with, the full name(s) of any individuals that the issue may impact, and, if possible, your EIN and the EINs of any individuals that may be impacted/involved with the issue.

TEAM PROGRAM SUPPORT

For issues regarding TEAM participation, program requirements, and/or policies, please contact the Connecticut State Department of Education (CSDE):

Ashley Wright, Program Manager Ashley.Wright@ct.gov

Gady Weiner, Data Manager Gady.Weiner@ct.gov

Regional Education Service Centers (RESCs) may offer customized technical assistance and in-district support. Please be aware that the RESCs may charge a fee for these services. Please contact your local RESC for additional information (RESC map).

ACES: Francesca Bickel (fbickel@aces.org)
CES: Kasey Dunn (dunnk@cestrumbull.org)
CREC: Jessica Kazigian (jkazigian@crec.org)
EdAdvance: Carrie Kilian-Sirois (kiliansirois@edadvance.org)
EASTCONN: Lauren Rodriguez (lrodriguez@eastconn.org)
LEARN: Michele Han (mhan@learn.k12.ct.us)