

# TEAM Program District Facilitator Guide

For the 2022-2023 School Year

CONNECTICUT STATE DEPARTMENT OF EDUCATION

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# The Role of the TEAM District Facilitator

## Overview

The superintendent is required to appoint the individual who will be responsible for the facilitation of TEAM in the district.

The TEAM district facilitator (DF) oversees the implementation of the TEAM Program at the LEA level. The DF must be a certified teacher or administrator in the district who will lead the TEAM Coordinating Committee and function as the liaison between the CSDE, the district, the beginning teachers, and the mentors regarding requirements of the TEAM program.

In larger districts, the job may require more than one person. The requirements listed above apply to all individuals serving in the DF capacity. The role cannot be delegated to anyone that has not been assigned by the superintendent.

## Implementation

**The District Facilitator ensures that TEAM is being fully implemented.** The following table lists the implementation tasks by role:

Role	DF Responsibility
<b>TEAM Coordinating Committee (TCC)</b>	<ul style="list-style-type: none"><li>• Facilitate the TCC to guide the activities of the TEAM program.</li><li>• Leads the TCC in developing of the district’s Three-year TEAM support plan, including a plan for the allocation of district resources as needed.</li><li>• Coordinates the selection and recruitment of quality mentor/cooperating teachers.</li><li>• Prepares annual report for Superintendent</li></ul>
<b>Administrators</b>	Keep administrators informed about the TEAM Program.  Seek their input in placing BTs with mentors, and in ensuring that the support plan is implemented in their schools.  Encourage administrators to help BTs connect evaluation feedback to TEAM.  Follow up with administrators on PGAP sign-off as needed. Clarifies the sign-off is based on the approval of resources requested and not the goal. Administrators can assist with suggesting resources and discussing the teacher’s plan.

<p><b>Mentors</b></p>	<ul style="list-style-type: none"> <li>• Ensure there are adequate numbers of mentors/cooperating teachers to meet the requirement of no more than 2 mentees per mentor. DF must contact Claudine Primack (<a href="mailto:claudine.primack@ct.gov">claudine.primack@ct.gov</a>) if there is a need to assign more than 2 BTs per mentor.</li> <li>• Oversee recruitment and selection of mentors.</li> <li>• Verify mentors’ training is up to date via the DF dashboard.</li> <li>• Monitor mentor meeting logs to ensure mentoring hours meet requirements.</li> <li>• Provide mentors with support. Organize regular meetings to provide professional development for mentors to support each other.</li> <li>• Secure release time for mentor to observe BT and BT to observe mentor or other colleagues.</li> <li>• Provide professional development support.</li> <li>• Prepare a stipend report based on the hours of mentoring provided to each BT. Submit report to HR/business office for payments to be issued.</li> </ul>
<p><b>Reviewers</b></p>	<p>Oversee the selection and recruitment of educators to conduct module reviews.</p> <p>Ensure reviewers are trained and updated regularly.</p> <p>If the district participates in the regional review, ensures there are an adequate number of reviewers within the district.</p> <ul style="list-style-type: none"> <li>• Each district should estimate how many papers will be submitted during the school year to determine how many reviewers will be needed.</li> <li>• All districts participating in the regional review should be sure the number of reviewers the district will have covers the number of papers to be submitted.</li> <li>• Since each BT submits 2 modules per year, on average, a district with 5 BTs, for example, will submit 10 reflection papers over the year. We suggest that each reviewer will review 5 reflection papers. So in this example, the district needs 2 reviewers.</li> </ul> <p>For districts doing an in-district review, the district should decide how many reviewers are needed for the year.</p>

<p><b>Beginning Teachers (BTs)</b></p>	<ul style="list-style-type: none"> <li>• Provide orientation (a PowerPoint presentation is provided by the SDE) for beginning teachers and their mentors.</li> <li>• Issue TEAM Registration Letters (template(s) provided by the SDE) with Mentor/Beginning Teacher Assignment</li> <li>• Assign mentor within 30 days of hire. Mentor assignments must be made through the DF dashboard.</li> <li>• Check with HR to ensure that all BTs are entered into EDS with accurate assignment information and have the correct module requirements and dates based on their assignments.</li> <li>• Verify that all BTs have created user accounts on the TEAM dashboard.</li> <li>• Monitor progress toward module completion.</li> <li>• Provide professional development support.</li> <li>• Verify the accuracy BT list for the TEAM Allocation and contact the CSDE if any discrepancies are found.</li> <li>• Secure release time for BT to observe mentor or other teachers.</li> <li>• Schedule Module 5 <ul style="list-style-type: none"> <li>○ Determine who will facilitate Module 5</li> <li>○ Decide on who will participate: BTs only, BTs and mentors (recommended), all staff (even experienced teachers benefit from Module 5)</li> </ul> </li> <li>• Enter TEAM Completions into EDS <ul style="list-style-type: none"> <li>○ Your superintendent appointed an individual to the role of EDS LEA TEAM. This person is responsible for entering the date of TEAM completion in EDS.</li> <li>○ If a beginning teacher applies for a provisional certificate before the completion has been entered into EDS, the certification bureau will notify the teacher that the TEAM completion requirement has not been met. If possible, ask the person who holds the EDS LEA TEAM role to enter TEAM completions in EDS as soon as possible. Remember that the date the teacher completed TEAM is the date that must be entered into EDS.</li> </ul> </li> </ul>
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## Monitoring

A major part of the DF role is the monitoring of ongoing tasks throughout the year. The following table lists the tasks that require monitoring by user group:

Role	DF Responsibility
<b>New Beginning Teachers (BTs)</b>	<ul style="list-style-type: none"> <li>• Ask for a list of new hires before the school year begins.</li> <li>• Regularly monitor your BT list to ensure all new BTs (with initial certification) are entered</li> <li>• Check with HR if teachers are missing</li> <li>• Make sure late hire BTs receive registration letters, and are matched to mentors and administrators.</li> </ul>
<b>Mentors -Meeting Log Hours</b>	<ul style="list-style-type: none"> <li>• Mentors are required to provide a minimum of 10 hours per module.</li> <li>• The DF can track the mentoring hours and verify that the BT is receiving the required number of hours per school year on the Monitoring page of the TEAM dashboard.               <ul style="list-style-type: none"> <li>○ The DF can view the mentor log and see the number of hours for the current school year and a total for the time the teacher is active in TEAM.</li> </ul> </li> <li>• Mentor stipends are based on the mentoring hours and not completion of modules.               <ul style="list-style-type: none"> <li>○ Mentors who do not fulfill obligations for mentoring hours may not be eligible to receive the full stipend from the district.</li> <li>○ A district may reduce a stipend if the number of hours provided to a beginning teacher is significantly less than required.</li> </ul> </li> </ul>
<b>BT – TEAM Dates and Deadlines</b>	<ul style="list-style-type: none"> <li>• Monitor BTs’ deadline dates to ensure they are on track to complete TEAM.</li> <li>• Completion of TEAM in a timely fashion is part of a teacher’s professional responsibility.               <ul style="list-style-type: none"> <li>○ Teachers in category 1 are expected to complete TEAM in two years</li> <li>○ Teachers in category 2 are expected to complete TEAM in one year.</li> <li>○ An additional year is granted to all teachers, which is not displayed to beginning teachers on their dashboard.</li> </ul> </li> <li>• 6 months prior to the deadline, a notification is sent to DFs, mentors and beginning teachers if the TEAM modules have not been completed.</li> <li>• In order for BTs to meet the TEAM deadlines in a timely fashion, the start date and deadline date have been set to two specific dates per year.</li> </ul>

	<ul style="list-style-type: none"> <li>• <b>Entry dates are assigned as follows:</b> <ul style="list-style-type: none"> <li>○ <b>September 1</b>, is the entry date for teachers hired and in a classroom on or before October 31;</li> <li>○ <b>February 15</b>, is the entry date for teachers hired and in a classroom anytime on or after November 1, and on or before February 14.</li> </ul> </li> <li>• Teachers hired and placed in a classroom on any date on or after February 15, will have an entry date of September 1, of the following school year.</li> </ul>
<b>BT Module Progress</b>	<ul style="list-style-type: none"> <li>• Regularly check BT progress.</li> <li>• The dashboard provides a tool that allows you to see where a teacher is in the module process and how many modules have been completed.</li> <li>• BTs generally submit two modules per year. <ul style="list-style-type: none"> <li>○ The first module is generally submitted between December and February.</li> <li>○ The second module is submitted between April and May. Check to be sure modules are being submitted in a timely fashion.</li> </ul> </li> <li>• Meet with BTs who are not making progress to offer additional support or to determine if there are problems with the mentor assignment.</li> <li>• Check TEAM Complete on your dashboard to see the teachers who have completed all TEAM requirements. The date of completion must be entered into EDS. The individual assigned the role EDS LEA TEAM is responsible for entering the completion.</li> </ul>
<b>Administrators – PGAP sign-off</b>	<ul style="list-style-type: none"> <li>• Check on PGAP sign-offs.</li> <li>• Contact administrators to request they sign-off, if necessary.</li> <li>• Sign-off is not approval of the goal. It is an agreement that the school/district can support the professional learning activities and resources.</li> </ul>
<b>Reviewers</b>	<ul style="list-style-type: none"> <li>• Check to be sure they are reviewing papers.</li> <li>• The dashboard provides a tool to monitor the number of papers reviewed by each reviewer. If the district pays reviewers, monitor the number of review allotted.</li> </ul>

## TEAM Requirements

### Certification

The TEAM program is only required for teachers that hold an **initial certificate**, not authorizations or permits. The certificates that are required to participate in TEAM are as follows:

- Initial Certificate
- Interim Initial Certificate
- Non-renewable Interim Initial Certificate

Teachers who hold the Temporary 90 day Certificate, Durational Shortage Area Permit (DSAP) or Long Term Substitute Authorization benefit from having an experienced teacher to support them, but they are **not** required to participate in TEAM.

### Durational Shortage Area Permits (DSAP)

- Teachers who are teaching under a DSAP are not eligible for TEAM. However, if a teacher is teaching bilingual in a content/grade area for which they hold an initial certificate, they may participate in TEAM. If the teacher is not showing on your dashboard, contact the CSDE.

### TEAM Exemptions for Prior Experience

- Teachers who have previous teaching experience out of state or at an approved private school may be exempt from TEAM only if the Bureau of Certification determines that the previous experience meets the requirements for a provisional certificate. The TEAM program consultants do not review previous experience and will not grant an exemption from TEAM.

### Required Modules

The number of modules a beginning teacher (BT) is required to complete (2 or 5) is determined by their endorsement. BTs with an endorsement in Category 1 will complete 5 modules. BTs with an endorsement in Category 2 will complete 2 modules from modules 1-4.

In specific cases, the TEAM category is determined by the assignment. If a teacher serves in a position where there is limited work with students, the TEAM category may not match the typical category for the endorsement, such as a Content/Instructional Coach. For those teachers, the TEAM category is determined in a case-by-case review.

The following table lists the TEAM participation categories by endorsement:



## Category I – 5 Modules

- English (#015)
- History/Social Studies (#026)
- Mathematics (#029)
- Biology (#030)
- Chemistry (#031)
- Physics (#032)
- Earth Science (#033)
- General Science (#034)
- Art (#042)
- Health (#043)
- Special Education (#165, 265)
- Elementary (#013, 112 & 113 - excludes birth to age 3, 305)
- Montessori Primary, Birth-K (#512) - excludes birth to age 3
- Montessori Elementary, Grades 1-6 (#511)
- Middle School 4-8 (#215, 226, 229, 230, 231, 232, 233, 234, 235)
- Music (#049)
- Physical Education (#044)
- Bilingual Education (#902, 915, 926, 929, 930, 931, 932, 933, 934, 966, 967, 968, 969, 970, 971, 972, 973, 974)
- World Languages (#018, 019, 020, 021, 022, 023, 024, 101, 317, 318)
- Remedial Reading/Remedial Language Arts (#102)
- Teaching English to Speakers of Other Languages [TESOL] (#111)

## Category II – 2 Modules

- Business Education (#010)
- Agriculture (#040)
- Vocational Agriculture (#041)
- Home Economics (#045)
- Technology Education (#047)
- Partially Sighted (#055)
- Deaf and Hard of Hearing (#057)
- Blind (#059)
- School Library Media Specialist (#062)
- Teacher-Coordinator Marketing Educator (#089)
- Occupational Subj. in Technical High Schools (#090)
- Trade and Industrial Occupations in Comprehensive H.S. (#098)
- Health Occupations - Comp. High School (#103)
- Health Occupations in a Technical High School (#109)
- Dance, Grades Pre-K through 12 (#483)
- Theatre and Drama, Grades Pre-K through 12 (#485)

### Category III – TEAM not required

- Driver Education (#035)
- Speech and Language Pathologist (#061)
- School Counselor (#068)
- School Psychologist (#070)
- School Social Worker (#071)
- School Nurse-Teacher (#072)
- Vocational Technical Administrator (#082)
- School Business Administrator (#085)
- English to Non-English Speaking Adults (#088)
- Intermediate Administrator/ Supervisor (#092)
- Superintendent of Schools (#093)
- Reading and Lang. Arts Consultant (#097)
- Teacher Coordinator Co-op Work Edu/Diversified Occup. (#104)
- Department Chairperson (#105)
- H.S Credit Diploma Program (#106)
- Ext. Diploma Program. Non-credit Mandated Program (#107)
- Practical Nurse Education Instruction (#108)

### Public Lookup

An online lookup tool provides a way to view all active certificates and the last employing district. The lookup tool shows the certificate type(s), endorsement(s), effective date, expiration date, and last employing district in Connecticut. This is the first step in trying to determine if a BT is required to complete TEAM or why the teacher may be missing from your dashboard.

The screenshot shows the 'Educator Search Information' form on the Connecticut State Department of Education website. The form includes the following fields and options:

- \*Last Name:** Type Educator Last Name Here
- \*First Name:** Type Educator First Name Here
- OPTIONAL(Search Within A District):** District: ALL (dropdown menu)
- AND** (operator)
- \*Requestors Email:** Type Requestors Email Here
- Clear** button
- Search** button

\* Indicates Required Field

Educators Found

#	Last Name	First Name	District
No Educator Found			

The URL for the public lookup page is: <http://sdeportal.ct.gov/CECSFOI/FOILookup.aspx>

## Assignments

The TEAM program applies to teachers that teach in a Connecticut public school, charter school or an approved private special education facility. The teacher is employed full-time or part-time, provided they are teaching under a valid certificate in a content area that meets compliance with their certificate, or in a 10-month long-term substitute position in a content area that meets compliance with their certificate (i.e. the teacher must be in the same position for the full 10 months).

Additional details on qualifying assignments are in Section 1.G. of the TEAM program manual.

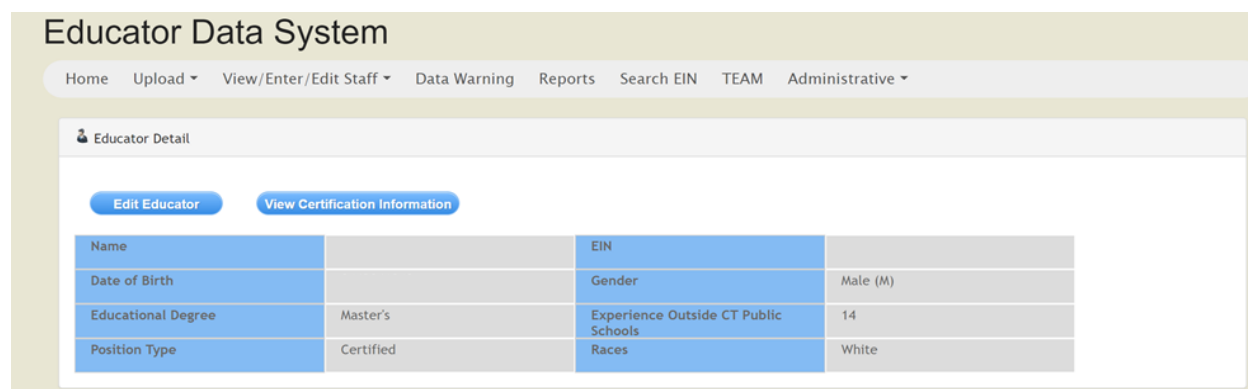
## Educator Data System (EDS)

All educators serving in a position that requires holding an active certificate must be entered by their district into the Educator Data System (EDS). The system processes the educator's assignment and compares the assignment to the endorsements on the educators' active certificate<sup>1</sup>. If the assignment does not match the grade level and/or content area, the teacher is "out of compliance". The TEAM status cannot be determined for teachers that are out of compliance, which may result in the teacher not appearing on the DF dashboard or showing as inactive on the dashboard. Questions regarding entry into EDS should be directed to the person in your district who has the role of Security Manager. This is generally someone in HR. If you do not know who your Security Manager is, you can look it up on the SDE site – [Security Manager](#)

The URL for the EDS login page is: <https://csde.ct.gov/>

## Active Certificates

The active certificates held by an educator can be looked up in EDS by clicking the "View Certification Information" button while viewing the educator's record in EDS.



Name		EIN	
Date of Birth		Gender	Male (M)
Educational Degree	Master's	Experience Outside CT Public Schools	14
Position Type	Certified	Races	White

This will open a new window with a list of all active certificates. If a teacher does not hold an initial certificate, the teacher is not required to participate in TEAM.

## Compliance Report

The compliance report shows a list of educators and their assignments that have a discrepancy. If a teacher is teaching outside of the grade level or in a content area outside of their certification, they will

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<sup>1</sup> Certificates must be current or the teacher will not be in TEAM. Educators serving under a Durational Shortage Area Permits (DSAPs) are not eligible for TEAM. However, teachers with a DSAP for bilingual in a content/grade area for which they hold an initial certificate may participate in TEAM.

be listed on the report. If a teacher's certificate has expired, they will also appear in this report. The report is included in the "Reports" section of EDS at the top of the screen (see the above diagram).

If a teacher is out of compliance, their module requirement cannot be determined and the teacher will not be included in TEAM.

## TEAM Allocations

The TEAM allocations are calculated based on the number of qualifying BTs in the state for the current school year. The allocation amount varies based on the number of BTs each year. The allocation verification process starts around the middle of January and ends on February 14<sup>th</sup>. On February 15<sup>th</sup>, the allocation list is closed and cannot be modified.

- Qualifying teachers are all BTs that were active at any point during the school year between September 1 and February 14. At the time the payments are calculated this may include BTs who completed TEAM during the school year in addition to active participants.
- Prior to distributing the allocation to districts, the CSDE provides a list of all eligible BTs. The DF is required to verify the accuracy of the list and contact the CSDE if any discrepancies are found.

TEAM allocations are not available for educators with future entry dates, since these teachers are not required to participate in TEAM during the current school year.

The details of the allocation such as the names of the beginning teachers, number of BTs and the total amount are in the spreadsheet published by the CSDE. This spreadsheet is available on the TEAM website.

The allocations are distributed through the state grant system. Generally, the allocation goes to the district's fiscal department or to the department that handles grants for the district. In some cases, the district's fiscal department may receive the allocation and not know that the funding is intended for the TEAM program. In other cases, the DF may not be aware that the allocation was received by the district. To help you track down the allocation, we suggest you contact your fiscal office and provide them with the DF contact information and the exact amount of the allocation (from the spreadsheet published by the CSDE).

The TEAM dashboard provides a worksheet for calculating the mentor stipends. This sheet is for LEA internal purposes only and the information entered into the worksheet is not required for allocation purposes. The information in the worksheet is not transmitted to the CSDE.

## CSDE Communications

The Talent Office communicates with district facilitators through three channels:

- Resources posted to the TEAM website
- Messages on the TEAM dashboard
- Email

Most documents on the TEAM website are updated on an annual basis and are replaced in late July/early August, prior to the beginning of the school year. These include the TEAM program manual, presentations and module guidelines

Messages on the TEAM dashboard contain updates on changes to the dashboard functionality, training related information or pertain to the expiration of mentor and reviewer eligibility.

The CSDE emails are the beginning of the year memo with links to updated resources, lists of teachers that are approaching the deadline and have not completed TEAM and the allocation updates.

## User accounts

User accounts are not automatically created. All users (BTs, administrators, mentor, reviewers) need to create an account on the TEAM dashboard. When a user account is created, based on the TEAM status, assignment data in EDS and training history, the system will grant the user the appropriate role.

### Updating usernames – old email addresses

The TEAM dashboard username is an email address. The teacher can choose to use a personal email or their district email. If an educator moves to a new district, the email address is not updated automatically.

If an educator needs to update their email address, please have the educator contact the EASTCONN helpdesk.

### Beginning Teachers

Once a teacher is entered into EDS, the system will determine based on the assignment and the certification if the teacher is required to participate in TEAM.

If a BT has created an account and is unable to access the correct dashboard, please check the following:

- The teacher has been entered into EDS
- The teacher holds an initial certificate
- The teacher's assignment in EDS is not listed as a long term sub with a duration of less than 10 months

### Mentors

All mentors must have a current training to be matched with a BT. The mentor update is available on their dashboard.

Mentors can be matched to BTs before the BT has created a user account but cannot be matched to an administrator prior to having a user account.

If a mentor has been trained but has not accessed their dashboard after the training, the role may not be applied to their account. Please make sure that mentors log into the TEAM dashboard once they complete their initial training.

### Reviewers

To review modules, a reviewer must have up to date training. Module review will not be available to reviewers with expired training.

## Administrators

Any educator that serves in an assignment where the endorsement matched to it is the 092, can be provided with an administrator dashboard. All School principals are granted an administrator dashboard automatically once they log in to the TEAM dashboard.

If a BT has not created a user account, you will not be able to match the BT to their administrator.

## Troubleshooting

As the DF, one of your main responsibilities is making sure that all BTs are registered in TEAM and receive the support they need. The following tools will allow you to troubleshoot and locate the reason why a BT has not been registered into the TEAM program or is missing from your list.

The most common reasons for missing educators are:

Cause	Method of troubleshooting
The teacher does not hold an initial certificate and is not required to participate in TEAM	Use the public lookup to check the teacher's certification
The teacher has not been entered correctly into EDS	Check EDS to make sure that the teacher has been entered, the assignment is content area is correct and the assignment duration is yearlong/10 months
The teacher is not teaching in a grade/content area for which they are certified	Check the compliance report in EDS
The teacher's certificate has expired	Use the public lookup or EDS to view the certificate expiration date

## Best Practices

### District Assigned Module Submission Dates

Districts that have assigned submission dates for TEAM modules have less wait time for module results and allow for more time to make changes to reflection papers/projects in situations where revisions are needed. Assigned submission dates assist BTs in planning their time and prevent situations where a BT may need the extra year to meet the TEAM requirements.

The typical dates that districts use for last day to submit are February 28<sup>th</sup> and May 1<sup>st</sup>.

The mentor can assist the district facilitator in keeping the BT on the district schedule. If a BT is falling behind, it is good practice to meet with the mentor and the BT to determine the reason for the lack of progress. You can provide additional support if needed. In some instances, a mentor/BT relationship may not be working. You can help to resolve any differences or you may need to assign a different mentor. In other cases the BT may not be taking TEAM seriously. You will want to emphasize the professional responsibility that is expected of all teachers. Remind the BT of the consequences for not completing TEAM by their deadline date. Remember, per state statute, TEAM completion cannot be used in making hiring decisions.

### [Collaboration with Other Districts](#)

Many districts, especially smaller ones, have benefitted from collaborating with other districts to pool resources by conducting module 5 or training with a large group of participants. Some districts may have extra mentors or reviewers that they can share with other districts. Over the years many private special education facilities have partnered with neighboring districts to provide mentoring or conduct reviews of reflection papers or projects. Retired educators can also be hired to serve as mentors or reviewers.

### [Module Review Capacity](#)

Every district must plan to “cover” the number of reflection papers/projects submitted by the district’s beginning teachers. Some districts have decided to incentivize reviewers by paying them per review.

### [Looking Up TEAM Status of Teachers New to the District](#)

The TEAM spreadsheet in EDS lists the TEAM status of all teachers in the district. If a teacher completed TEAM in another district, their TEAM completion date will be documented there. If you do not have access to EDS, ask the person who holds the EDS LEA TEAM role to provide the spreadsheet.

### [Useful Online Resources](#)

[Public Lookup – Educator Certification](#)

[Educator Data System - EDS](#)

[TEAM Program Website](#)

[TEAM Dashboard Login](#)

[DF Timeline](#)

[TEAM Training Schedule](#)