

PERFORMANCE APPRAISAL
EVALUATION OF TEACHERS

DNA
(REGULATION)

APPRAISAL TRACKING PROCEDURES See DN (REGULATION) for text on TRACKING PROCEDURES used by Human Resources to ensure appraisal summaries for employees are completed on a timely basis.

TEACHER APPRAISAL SYSTEM THE TEXAS TEACHER EVALUATIONS AND SUPPORT SYSTEM (T-TESS) IS A PROCESS THAT SEEKS TO DEVELOP HABITS OF CONTINUOUS IMPROVEMENT WITH EVIDENCE-BASED FEEDBACK AND PROFESSIONAL DEVELOPMENT DECISIONS BASED ON THAT FEEDBACK THROUGH ONGOING DIALOGUE AND COLLABORATION.

COMPONENTS OF THE APPRAISAL PROCESS, SUCH AS CLASSROOM OBSERVATIONS AND WALK-THROUGHS, WILL BE CONDUCTED TO ENSURE THAT TEACHERS RECEIVE APPROPRIATE GUIDANCE.

APPRAISER

EACH TEACHER WILL BE APPRAISED BY A CERTIFIED APPRAISER.

T-TESS APPLICABILITY

EMPLOYEES ON TEACHER PAY SCALE AND WITH INSTRUCTIONAL JOB DUTIES WILL BE APPRAISED WITH T-TESS. HUMAN RESOURCES WILL COLLABORATE WITH THE AREA SUPERINTENDENT TO DETERMINE THE PRIMARY APPRAISER FOR ITINERANT TEACHERS.

TEACHERS EMPLOYED AFTER MARCH 1 SHALL NOT BE APPRAISED UNTIL THE SUBSEQUENT SCHOOL YEAR.

SELF-ASSESSMENT AND GOAL SETTING

A TEACHER WHO IS NEW TO THE DISTRICT OR WHO IS IN THE FIRST YEAR OF THE APPRAISAL PROCESS WILL RECEIVE AN ORIENTATION AND WILL BE GUIDED THROUGH THE SELF-ASSESSMENT AND GOAL-SETTING PROCESS TO ESTABLISH A PROFESSIONAL DEVELOPMENT PLAN. WITHIN SIX WEEKS OF COMPLETING THE ORIENTATION, A TEACHER WHO IS NEW TO THE DISTRICT OR WHO IS IN THE FIRST YEAR OF THE APPRAISAL PROCESS WILL FORMULATE TWO TARGETED GOALS ON THE TEACHER SELF-ASSESSMENT AND GOAL-SETTING FORM AND SCHEDULE AN IN-PERSON GOAL-SETTING CONFERENCE WITH HIS OR HER APPRAISER. AFTER THE CONFERENCE, THE TEACHER WILL SUBMIT HIS OR HER APPROVED GOAL-SETTING AND PROFESSIONAL DEVELOPMENT PLAN TO THE APPRAISER.

A RETURNING TEACHER WILL REVIEW THE TWO GOAL(S) AND PROFESSIONAL DEVELOPMENT PLAN ESTABLISHED AT THE END-OF-THE YEAR CONFERENCE TO DETERMINE IF

CHANGES ARE NEEDED. THE TEACHER WILL SUBMIT TO THE APPRAISER HIS OR HER APPROVED GOAL-SETTING AND PROFESSIONAL DEVELOPMENT PLAN WITHIN THE FIRST SIX WEEKS OF THE SCHOOL YEAR.

PRE-CONFERENCE

THE PURPOSE OF A PRE-CONFERENCE IS FOR THE APPRAISER AND TEACHER TO MUTUALLY DISCUSS THE UPCOMING FORMATIVE OBSERVATION WITH A FOCUS ON THE INTER-RELATIONSHIPS BETWEEN PLANNING, INSTRUCTION, THE LEARNING ENVIRONMENT, AND STUDENT OUTCOMES. THE PRE-CONFERENCE WILL BE CONDUCTED AND A FORMAL OBSERVATION WILL BE CONDUCTED WITHIN FIVE SCHOOL DAYS FOLLOWING THE PRE-CONFERENCE.

FORMAL OBSERVATION

THE TEACHER WILL BE FORMALLY OBSERVED IN THE CLASSROOM ONE TIME. A CLASSROOM OBSERVATION WILL BE AN INSTRUCTIONAL PERIOD OR A COMPLETE LESSON WITHIN AN INSTRUCTIONAL PERIOD THAT CONSISTS OF A MINIMUM OF 45 MINUTES OF INSTRUCTION.

EACH TEACHER MAY HAVE ADDITIONAL OBSERVATIONS OR WALK-THROUGHS THAT PROVIDE ACTIONABLE, TIMELY FEEDBACK, WHICH WILL ALLOW THE TEACHER TO MAKE EFFICIENT AND CONTEXTUAL PROFESSIONAL DEVELOPMENT CHOICES TO HELP REFINE PRACTICE. IF DATA GATHERED DURING THE ADDITIONAL OBSERVATION OR WALK-THROUGH WILL IMPACT THE TEACHER'S SUMMATIVE APPRAISAL RATING, A WRITTEN SUMMARY WILL BE SHARED WITH THE TEACHER WITHIN TEN WORKING DAYS AFTER THE COMPLETION OF THE ADDITIONAL OBSERVATION OR WALK-THROUGH.

NOTICE

THE FORMAL OBSERVATION FOR A TEACHER'S APPRAISAL WILL BE ANNOUNCED AND WILL BE CONDUCTED WITHIN FIVE SCHOOL DAYS FOLLOWING THE PRE-CONFERENCE. THE APPRAISER IS NOT REQUIRED TO SHARE THE EXACT DATE AND TIME OF THE FORMAL OBSERVATION WITH THE TEACHER.

THE DISTRICT WILL ESTABLISH AN APPRAISAL CALENDAR EACH YEAR, AND PROVIDE THE CALENDAR TO TEACHERS WITHIN THE FIRST THREE WEEKS OF THE SCHOOL YEAR.

POST-CONFERENCE

ALL OBSERVATIONS WILL INCLUDE AN IN-PERSON POST-CONFERENCE WITHIN TEN WORKING DAYS OF THE OBSERVATION.

WALK-THROUGHS	EACH TEACHER WILL RECEIVE A MINIMUM OF TWO WALK-THROUGHS PER SCHOOL YEAR.
END-OF-YEAR CONFERENCE	<p>THE END-OF-YEAR CONFERENCE WILL BE HELD AT LEAST 15 DAYS PRIOR TO THE LAST DAY OF INSTRUCTION TO DISCUSS OVERALL PERFORMANCE FOR THE YEAR. END-OF-YEAR CONFERENCES ARE MANDATORY.</p> <p>EACH TEACHER WILL PROVIDE HIS OR HER APPRAISER WITH AN UPDATE REGARDING THE PROFESSIONAL GOALS AND DEVELOPMENT PLAN THAT WERE DEVELOPED AT THE BEGINNING OF THE YEAR.</p>
PRELIMINARY GOAL SETTING AND PLANNING FOR THE FOLLOWING SCHOOL YEAR	<p>FOLLOWING THE END-OF-YEAR CONFERENCE, THE APPRAISER AND TEACHER WILL DISCUSS HOW THE CURRENT YEAR SELF-ASSESSMENT AND GOAL-SETTING PROCESS WILL CONTINUE INTO THE NEXT SCHOOL YEAR FOR CONTINUOUS IMPROVEMENT, INCLUDING PROFESSIONAL DEVELOPMENT TO SUPPORT LEARNING</p>
SUMMATIVE ANNUAL APPRAISAL REPORT	<p>A WRITTEN SUMMATIVE ANNUAL APPRAISAL REPORT WILL BE PROVIDED TO THE TEACHER WITHIN TEN WORKING DAYS OF THE CONCLUSION OF THE END-OF-YEAR CONFERENCE. THE REPORT WILL BE SHARED WITH THE TEACHER NO LATER THAN 15 WORKING DAYS BEFORE THE LAST DAY OF INSTRUCTION FOR STUDENTS. THE WRITTEN SUMMATIVE ANNUAL APPRAISAL REPORT WILL BE PLACED IN THE TEACHER'S PERSONNEL FILE BY THE END OF THE APPRAISAL PERIOD.</p>
SUMMATIVE APPRAISAL RATING	<p>EACH TEACHER WILL RECEIVE A RATING IN EACH OF THE 16 T-TESS DIMENSIONS, DIMENSION RATINGS WILL NOT BE AGGREGATED.</p>
SECOND APPRAISER	<p>A TEACHER MAY REQUEST A SECOND APPRAISAL WITHIN TEN WORKING DAYS OF RECEIVING A WRITTEN OBSERVATION SUMMARY OR A WRITTEN SUMMATIVE ANNUAL APPRAISAL REPORT. THE REQUEST MUST BE MADE IN WRITING TO THE HUMAN RESOURCES EXECUTIVE DIRECTOR OF EMPLOYEE RELATIONS. A REQUESTED OBSERVATION BY A SECOND APPRAISER IS TO BE CONDUCTED AS SOON AS POSSIBLE AFTER THE END OF THE APPRAISAL PERIOD, IF THERE IS NOT SUFFICIENT TIME FOR THE OBSERVATION TO BE COMPLETED DURING THE APPRAISAL PERIOD.</p>

IF A TEACHER REQUESTS A SECOND APPRAISAL BY ANOTHER CERTIFIED DISTRICT APPRAISER, THE SECOND APPRAISER WILL BE DETERMINED IN ACCORDANCE WITH THE FOLLOWING:

THE SECOND APPRAISER MAY BE A PRINCIPAL, AN ASSISTANT PRINCIPAL, AN INSTRUCTIONAL FACILITATOR, OR A CENTRAL ADMINISTRATOR. THE SECOND APPRAISER WILL BE SELECTED BY THE CAMPUS' AREA SUPERINTENDENT. THE RATINGS FROM THE SECOND APPRAISAL WILL BE PLACED IN THE EMPLOYEE'S PERSONNEL FILE WITH THE RATINGS FROM THE FIRST APPRAISAL.

TEACHER RESPONSE
AND REBUTTAL

A TEACHER MAY SUBMIT A WRITTEN RESPONSE OR REBUTTAL WITHIN TEN WORKING DAYS OF RECEIVING A WRITTEN OBSERVATION SUMMARY, A WRITTEN SUMMATIVE ANNUAL APPRAISAL REPORT, OR ANY OTHER WRITTEN DOCUMENTATION ASSOCIATED WITH THE TEACHER'S APPRAISAL.

OBSERVATIONS,
APPRAISALS, AND
CONFERENCES

Any written communications may be placed in a teacher's permanent personnel file by the immediate supervisor or by the teacher. The intention to file a document in the permanent personnel file must be stated on the document and signed by both parties. If either party refuses to sign the document, the document can be filed in the permanent personnel file with a statement indicating the refusal to sign.

A copy of the appraisal record, signed and dated by both appraisers and teacher, must be submitted to Human Resources for placement in the teacher's personnel file at the end of the school year.

OBSERVATION
REPORTS AND
APPRAISAL RECORD
LESS-THAN-ANNUAL
APPRAISALS

IN ACCORDANCE WITH DNA (LOCAL), CERTAIN TEACHERS ARE ELIGIBLE FOR LESS-THAN-ANNUAL APPRAISALS.

REINSTATEMENT OF
T-TESS APPRAISAL

For teachers on an appraisal waiver, the principal or appraiser may reinstate a complete T-TESS appraisal by filling out the T-TESS appraisal reinstatement notice and presenting the completed form to the teacher in a formal conference. This will be based on a minimum of two walk-through observations and conferences. No complete T-TESS appraisal will be started after March 1.

In the event that the principal or appraiser has concerns about a teacher's performance after March 1, the teacher shall be notified on the T-TESS appraisal reinstatement notice form and the complete T-TESS appraisal shall be in effect for the following school year.

Upon making this decision, the principal or appraiser shall continue to make regular walk-through observations (including documentation and conferencing), provide assistance, AS necessary. A teacher who requests reinstatement of the complete T-TESS appraisal must do so by November 1.

GRIEVANCES

COMPLAINTS REGARDING A TEACHER APPRAISAL SHOULD BE ADDRESSED IN ACCORDANCE WITH DGBA (LOCAL).

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