

**General Guidelines
on Employee
Appraisal**

[See DN(REGULATION) for provisions regarding General Responsibilities of supervisors and evaluators and for text on Tracking Procedures used by human resources to ensure appraisal summaries for all employees are completed on a timely basis.]

**Texas Principal
Evaluation and
Support System
(T-PESS) Evaluation
Calendar**

The evaluation calendar for principals and assistant principals is as follows:

- Orientation—Prior to the beginning of the school year
- Self Assessment and Goal Setting—Prior to the Beginning-of-Year Conference
- Beginning-of-Year Conference—By the end of September
- School Site Visits/Informal Assessments—Ongoing
- Mid-Year Conference—Close to the end of the first semester or midyear point
- Identify and Collect Artifacts and Evidence—Ongoing collection; synthesize at or near the end of the school year
- End-of-Year Conference and Goal Setting—End of the school year, once all performance data has been received and analyzed

**Evaluation of
Administrative /
Professional Staff**

Directors and above (directors, executive directors, assistant superintendents, deputy superintendents) who supervise administrative/professional staff, other than principals, will evaluate personnel utilizing an instrument prescribed by the Superintendent as scheduled below:

1. A Formative Conference, whereby goal setting and a written individual plan for growth are established, will be conducted no later than the last working day of September;
2. A Mid-Year Evaluation Conference will be conducted no later than the last working day in January; and
3. A written Summative Evaluation, utilizing performance measures established by the Superintendent, will be provided to the subordinate no later than the last working day in June.

The evaluation report will become part of each individual's permanent personnel file retained by human resources.

Administrative/professional staff includes, but is not limited to:

- Academic Coordinators;
- Facilitators;

- Staff Development Instructional Support Specialist;
- Assistant Directors;
- Directors;
- Executive Directors;
- Assistant Superintendents;
- Area Superintendents; and
- Deputy Superintendents.

Coaches' Evaluations

The coaches' evaluation procedures are as follows:

1. The principal and/or ~~designee~~, **CAMPUS ATHLETIC COORDINATOR**, with input as needed from the athletic director or designee, will evaluate the head coaches of each sport. A copy of the evaluation will be submitted to ~~human resources and athletics~~ after the completion of the season but no later than the end of the school year. **ATHLETICS WILL FORWARD THE EVALUATION TO HUMAN RESOURCES.**
2. The principal, **CAMPUS ATHLETIC COORDINATOR** and/or ~~designee~~ and the head coach of each sport will evaluate assistant coaches. The athletic director and/or designee may provide input as needed. A copy of the evaluation will be submitted to ~~human resources and athletics~~ after the completion of the season but no later than the end of the school year. **ATHLETICS WILL FORWARD THE EVALUATION TO HUMAN RESOURCES.**
3. The principal and/or designee will evaluate all middle school coaches. The athletic director and/or designee may provide input as needed. A copy of the evaluation will be submitted to ~~human resources and athletics~~ after the completion of the season but no later than the end of the school year. **ATHLETICS WILL FORWARD THE EVALUATION TO HUMAN RESOURCES.**
4. A coach may request and will be granted a conference with the head coach, principal, **CAMPUS ATHLETIC COORDINATOR AND/OR ATHLETIC DIRECTOR** and/or ~~athletic director, or the person responsible~~ for the preparation of his or her evaluation to discuss the contents of the written evaluation.