



General Guidelines for Chapter 21 Employees (Teachers, Media Specialists, Counselors, Nurses, Special Education Professionals, Content Mastery, Instructional Technologists and Other Educators)

- Chapter 21 employees are required by TEA to hold a valid certificate or license for their position.
- All classroom teachers (defined as a teacher of record for one or more classes and includes classroom special education teachers) are evaluated with PDAS. Speech therapists will be evaluated with the T-TESS. Content Mastery teachers and other professionals whose job functions are primarily outside the classroom setting must be appraised for the time they are involved with classroom instruction and their other job requirements should be addressed in the evaluation. Only T-TESS evaluated teachers are eligible to waive their formal T-TESS per guidelines listed in Texas Education Code 21 and Board Policy DNA (LOCAL).
- Chapter 21 employees who are not classroom teachers, such as media specialists, counselors, nurses, instructional specialists, and other special education professionals will be evaluated with the Board approved District instruments. These employees are evaluated annually per Board Policy DN (LOCAL) and may not waive their evaluation.
- All Chapter 21 classroom and non-classroom employees will receive a Chapter 21 teacher or educator contract, and administrators must follow timelines for Chapter 21 contract renewal and non-renewal.
- For non-renewal or termination of classroom and non-classroom Chapter 21 employees (i.e., teachers, media specialists, counselors, nurses, other special education professionals, content mastery, and instructional technologists) appraisal conferences will occur in April prior to proposed termination to the Board.
- For T-TESS evaluated employees who are to be renewed, the summative annual report must be completed and in the teacher's hands 5 working days before the summative conference.
- T-TESS guidelines indicate that the summative conference should be held no later than 15 working days before the last day of instruction.