



**TEXAS CITY**  
INDEPENDENT SCHOOL DISTRICT  
**TOGETHER WE SUCCEED**

**Alternate Evaluation Appraisal Calendar**

**2021-2022**

**Administrative Staff/Auxiliary/District-Level Support & Paraprofessional  
(11/12 month employees-Maintained in Eduphoria/Strive)**

**Employee Orientation**

**by September 24, 2021**

- Within 1<sup>st</sup> 3 weeks of assignment if hired after orientation date.
- Must include appraisal calendar and evaluation components.

**Goal Setting**

**(Professional staff only)**

**by October 30, 2021**

- The goals form can be used to “write/develop” goals only. If this tab is used, the goals must be copied into the evaluation tab, too.
- Evaluation Form is used to evaluate/monitor goals.

**Goal Reviews  
Conferences**

**(Professional staff only)**

Mid-Year Review: **by February 17, 2022**

End of Year Review: **April-June 2022** (prior to summative conference)

- *Goal Revision conferences should occur as needed.*
- *All goal revision conferences should be summarized with a memo.*
- *Goal attainment evidence submitted as requested by appraiser.*

**End-of-Year  
Conference**

**&**

**Summative Appraisal**

EOY Conferences must be conducted by:

**Last calendar duty day for employee**

Summary Appraisal Report signatures by:

**Last calendar duty day for employee**

**Appraisals:**

- Campus Principals
- Campus Assistant Principals (including other titles which serve in AP capacity)
- District Administrators
- District-level Support & Auxiliary Staff (Operations, Clerical, Specialists, etc.)