

PERFORMANCE APPRAISAL
EVALUATION OF TEACHERS

DNA
(REGULATION)

All District teachers will be observed annually using the T-TESS Evaluation Rubric. Teachers may be eligible for less frequent evaluations in accordance with law and local criteria established in this regulation.

APPRAISAL

Teachers are formally observed in classroom instruction by trained observers, including administrators and/or master coaches (teachers who are trained to evaluate performance), using the T-TESS research-based rubric that covers multiple dimensions of instructional quality.

Teachers will participate in a minimum of one formal classroom observation/evaluation, which will be announced.

All teachers will be formally observed in the classroom one time unless the evaluator deems an additional observation to be necessary. Teachers will be observed at least once during the fall or spring semester. Walkthrough visits shall be conducted throughout the year.

ANNUAL
OBSERVATION CYCLE

The annual observation cycle runs from September through April.

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.

ANNOUNCED
OBSERVATIONS

All observations must include post-conference meetings that follow established conference protocol.

Pre and post conferences are required for all "announced" observations that are scheduled by date, time and class period.

A time and date that is mutually acceptable to the observer and to the teacher should be selected. There are no restrictions on the date and time of an "announced" observation providing it is mutually agreeable to both parties.

Prior to each "announced" observation, the T-TESS evaluator will conduct a "pre-conference" meeting with the teacher to ask pertinent background questions about the lesson plan and the students in the class in order to provide context.

The teacher may not waive an announced observation.

After each classroom/lesson observation, the teacher who was observed will receive a written summary and oral feedback from the individual T-TESS evaluator in a "post-conference" meeting within

PERFORMANCE APPRAISAL
EVALUATION OF TEACHERS

DNA
(REGULATION)

10 business days of the actual observation. Each of the dimensions in T-TESS will be scored separately. Teachers will not receive one overall score.

The T-TESS post-conference cycle will be followed (Introduction: greeting, review, general impression questions; Reinforcement: dimension, questions, evidence; Refinement: dimension, questions, evidence, recommendations; Review written report of ratings in Domains I-III)

END-OF-YEAR
CONFERENCE

An end-of-year conference will be held at least 25 days prior to the end of school to discuss overall performance for the year. End-of-year conferences may not be waived.

The end-of-year conference will include review of formal classroom observation(s), teacher self-assessment (goals and professional development), student performance information such as grades, formative and summative assessment, student portfolios, written walkthrough information and other relevant cumulative data.

Domain IV on Professional Practices and Responsibilities will be discussed, based upon the evidence presented by the teacher, before final ratings are issued. Score based upon goal-setting process, formative reviews, and end-of-year conference.

Ratings will be provided for each of the 16 dimensions in T-TESS. Teachers will not receive one overall score.

The written summative annual report shall be completed after the EOY conference and shared with the teacher within 10 business days following the end-of-year conference but no later than 15 days before the last day of instruction.

APPEAL PROCESS

In the event a teacher participating in the T-TESS evaluation process disagrees with the evaluation scores for individual performance on the performance standards, he or she may request a second appraisal by a different appraiser.

The teacher may request a second T-TESS appraisal within 10 business days:

- For Domains I, II, and III after receiving a written observation summary in which a teacher disagrees.
- For Domain IV after receiving a written summative annual report with which a teacher disagrees.

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EVALUATION OF TEACHERS

DNA
(REGULATION)

All requests should be made in writing to the building principal. The building principal will submit the request to Human Resources. The second appraiser will be selected by Human Resources from a list of appraisers approved by the school district board of trustees. The second appraiser will hold a valid teaching certificate, have at least three years of teaching experience, and hold a superintendent, mid-management, or supervisor certification. The second appraiser shall be a certified T-TESS appraiser.

Second appraisals shall be unscheduled. There is no timeline for conducting a second appraisal but should be accomplished as soon as possible after a request is received.

The second appraiser has 10 business days from the date of observation to complete the observation report and provide to the teacher.

The campus appraiser and second appraiser shall arrive at a consensus on final ratings for each dimension based upon the preponderance of collective evidence gathered by both

The Board has established a formal employee grievance procedure found in policy DGBA in the event the T-TESS second appraisal process does not resolve concerns.

OTHER GUIDELINES

Teachers will have the opportunity to provide evidence for the Professional Practices and Responsibilities dimension of the T-TESS rubric prior to and during the end-of-year conference.

Walkthrough visits shall be conducted throughout the year. Walkthrough visits are brief and informal.

Cumulative documentation that may impact a teacher's evaluation must be shared with the teacher within 10 business days. If the teacher wishes to respond to documentation, it must be done within 10 business days.

Post conferences following each observation may not be waived.

LESS-THAN-ANNUAL
APPRAISALS

In accordance with DNA (LOCAL), certain teachers are eligible for less-than-annual appraisals under T-TESS. To be eligible, a teacher shall:

1. Be employed on an educator term contract;
2. Be SBEC certified and teaching in his or her area of certification;
3. Have received summative ratings of at least "proficient" on all sixteen dimensions identified in T-TESS on their most recent full

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summative appraisal with at least three areas at the Accomplished rating or above; and

4. Have served on a campus with the same principal for a minimum of two years.

FREQUENCY

A teacher who qualifies for a less-than-annual appraisal shall be scheduled for a complete T-TESS appraisal every third year. The teacher and the appraiser must mutually agree in writing that all criteria have been met to be appraised less frequently.

In a school year in which a teacher is not scheduled for an appraisal, either the teacher or the appraiser may request that an appraisal be conducted by providing written notice to the other party. (An appraiser may place the teacher on a traditional appraisal cycle as a result of documented performance deficiencies). If there is a change in principal prior to the first six weeks of school, the teacher will receive a full T-TESS appraisal.

ANNUAL REVIEW
PROCESS

In a year in which a teacher does not receive a full T-TESS appraisal, a teacher shall participate in:

1. Goal-Setting and Professional Development Plan process;

2. Performance of teacher's students;

3. Modified end-of-year conference that addresses the progress on the Goal-Setting and Professional Development Plan, performance of the teachers' students, and the following year's Goal-Setting and Professional Development Plan; and

4. Ratings on Domain IV: Professional Practices and Responsibilities.