

T-TESS Guidelines

	Orientation	Goal-Setting and Professional Development (GSPD) Conference	Pre-Conference	Post-Conference	End-of-Year (EOY) Conferences
Teacher's first year with T-TESS	Required for ALL Teachers new to T-TESS	Required for all teachers new to T-TESS to develop an initial GSPD Plan	Required for Formal Observations	Required for the first 45-minute formal observation Recommended for other observations	Required for all teachers new to T-TESS
Teacher's second year and beyond with T-TESS	(Only required for teachers new to the District or when District appraisal policy changes)	GSPD Conference to review and approve goals from the EOY conference. Required for teachers new to the District to develop a GSPD Plan	Required pre-conference for announced observations.	Required for the first 45-minute formal observation Recommended for other observations	Required for all teachers
Teachers in a year when full appraisal is not conducted due to the alternative year waiver (Less than annual)	(Only required for teachers new to the District or when District appraisal policy changes)	GSPD Conference to review and approve goals from the EOY conference	N/A – No formal observation conducted	N/A – No formal observation conducted Feedback/evidence is provided for informal observations established per local policy	Required for all teachers to review goals, professional development, student growth (17-18 & beyond), and to discuss DRAFT goals for next year.