

T-TESS Local Decisions

Local Decision Points	Considerations
Annual Evaluations: Formal and Informal	One formal observation is required and should last a minimum of 45 minutes. It is recommended that appraisers complete multiple informal observations and at least one formal announced and one formal unannounced appraisal. Districts determine formal and informal observation schedules which conform to the State observation windows.
Certified Appraisers Informal Observations/Walkthroughs	Districts determine campus- and district-level appraisers. Districts determine how informal observations are conducted and whether this data might be used in the summative scores. It is recommended that the tool for walkthroughs align with the T-TESS rubric to maintain consistency.
Pre-Conferences	Pre-conferences are recommended for all announced observations.
Planning Domain Evidence	Districts determine how planning data will be collected over the course of the year.
Professional Practices and Responsibilities Domain Evidence	As captured in their Goal Setting process* documents, teachers will track their progress in following their professional development plan, will collect evidence on the attainment of their goal(s), and will share this data with their appraiser prior to or during the End-of-Year conference. Districts determine how additional data will be collected for the dimensions in this domain over the course of the year.
Goal Setting	Districts determine how the Goal Setting document will be initially submitted, maintained and formatively reviewed prior to the End-of-Year Conference.
Rubric Rollout	Districts roll out the T-TESS rubric to ensure that teachers understand the domains, dimensions, descriptors and performance levels, including how these are reflected in practice and the observation process.
Collecting and Maintaining Evidence	Districts determine how the T-TESS Observation Sheets (categorizing evidence) will be used and maintained.
Post-Conference	Districts determine timelines for scheduling and conducting post-conferences. It is recommended that post-conferences are conducted within two days of the observation, with 10 days being the required limit.
Refinement Areas/Professional Development Plans	Districts determine how the refinement area will be supported and periodically reviewed and linked to the professional development plan.
Observation Data	Districts determine how the data is reviewed and applied, including the use of data to inform professional development at the teacher, grade level/department and campus levels.

*The Goal Setting Template is a template that districts are free to modify to fit their local needs, provided modifications still allow for the form to be scored on dimensions 4.2 and 4.3 (Goal Setting and Professional Development) of the T-TESS rubric.