

Pharr-San Juan-Alamo ISD 2021-2022 T-TESS Appraisal Timeline

Date	Action	Employee Responsibility	Document
<p>Aug. 18 or 19</p> <p>Sept. 16, Oct. 21, Nov. 18, Dec. 16, Jan. 20, Feb. 17, Mar. 24</p>	<p>T-TESS Teacher Orientation held at each campus 1 day training 8 am. to 3:30 pm</p> <p>Late hire training Every 3rd Thursday of the month T-TESS Teacher Orientation at District Office 8 am to 3:30 pm</p>	<p>Presented by campus T-TESS training team (Prin., Asst. Prin./ Dean of Instruct./CLL)</p> <p>District New Teacher Center training team</p>	<p>T-TESS training materials</p>
<p>Aug. 23</p>	<p>Informal observations and walkthroughs with ongoing feedback to support and develop teacher practices</p>	<p>Appraiser</p>	<p>Walk-through Form</p>
<p>Sept. 6 - Dec. 16</p>	<p>Fall T-TESS Observation Window (Announced observation needs to be announced at least 3 days in advance)</p> <p>*Observation Pre-Conference held within 1 week of observation.</p> <p>*Post Observation Conference held within 48 hours in person preferred but may be within 10 working days after completing observation</p>	<p>Appraiser/Teacher</p>	<p>T-TESS materials</p> <p>Teacher Handout #3 Post Conf. Guide, Post Conference Plan</p>
<p>Sept. 10</p>	<p>Teacher Self-Assessment, Develop Goal-Setting and Professional Development (GSPD) Plan Due</p> <p>Late hires submit GSPD plan within five weeks after completing Orientation</p>	<p>Teacher</p>	<p>Teacher Goal Setting and Professional Development Template</p>
<p>Sept. 17</p>	<p>Approve and conference Teacher Self-Assessment, Goal-Setting and Professional Development (GSPD) Plan</p>	<p>Appraiser</p>	<p>Teacher Self-Assessment, GSPDs Resource-Teacher Goal-Setting and Professional Development Plan Process overview</p>

Dec. 1- Jan. 31	Mid-Year Conference & Progress GSPD Plan	Appraiser	GSPD Plan, Walk throughs Post Conference Plan
Jan. 4 - April 29	<p align="center">Spring T-TESS Observation Window (Announced observation needs to be announced at least 3 days in advance)</p> <p align="center">*Observation Pre-Conference held within 1 week of observation</p> <p align="center">*Post Observation Conference held within 48 hours in person preferred but may be within 10 working days after completing observation</p>	Appraiser/Teacher	<p align="center">T-TESS materials</p> <p align="center">Teacher Handout #3 Post Conf. Guide, Post Conference Plan</p>
May 11	<p align="center">Written Summative and End of Year Conference Deadline End of Year conference must be held 15 days prior to last day of instruction</p>	Appraiser/Teacher	Teacher Handout #3 Post Conf. Guide, Post Conference Plan

General Information is part of the Regulation language.

- All T-TESS Appraisers must be T-TESS certified and must be a Campus Principal or Assistant Principal
- Observation 45-minute
- Appraiser must ensure the teachers have received the T-TESS training prior to beginning the appraisal cycle

Formal T-TESS Observations may not be conducted on the following days:

- During Administration of District or State tests
- On an early release day
Sept. 23, Nov. 4, Jan. 27, Feb. 24, Mar. 24, Apr. 21,
- On the days before or after a school holiday
 - Nov. 19, 20
 - Dec. 17
 - Feb. 11, 15,
 - Mar. 11, 21,
 - April 14, 18,
 - May 27, 31