



2023-24 Appraisal Timelines and Requirements other than TTESS Annual Appraisals

Alternate Appraisals in Edugence (Annual)

504 Specialist, Academic Advisor, Rdg/Tech Specialist, RTI Specialist, Homebound Teacher, THS Instructional Technology Specialist

→ **Summative Appraisal Required for 2023-24:**

- ◆ Teacher/Staff member will submit Self-Assessment Rubric in Edugence by **9/22/2023**
- ◆ Teacher/Staff member will submit Goal #1 and PD Plan (1 Required with optional 2nd) in Edugence by **9/22/2023**
- ◆ Appraiser schedule and conduct mid-year goal review with teacher/staff member prior to **12/18/2023**
- ◆ Teacher/Staff member will submit any Artifacts/Evidence to Appraiser prior to end of year conference and no later than **5/10/2024**
- ◆ Appraiser will complete Summative Annual Appraisal no later than **5/17/2024**
- ◆ Appraiser will schedule Summative/End of Year Conference on or before **5/17/2024**
 - Appraiser and teacher/staff member will discuss Summative Appraisal
 - Appraiser and teacher/staff member will review Beginning of Year Goal Setting and Professional Development Plan
 - Appraiser will complete Mid-Year Goal Review and End of Year Goal Attainment Document
 - Appraiser and teacher/staff member review current goals, discuss areas of reinforcement and refinement, and discuss potential **2024-25** Goals and Professional Development Plan
 - Appraiser and teacher/staff member will electronically sign documents
 - Appraiser must submit completed appraisals to the Human Resources Department by **5/17/2024**

Alternate Appraisals in Edugence (Less Than Annual)

504 Specialist, Academic Advisor, Rdg/Tech Specialist, RTI Specialist, Homebound Teacher, THS Instructional Technology Specialist

→ **Summative Appraisal Not Required for 2023-24:**

- ◆ Teacher/Staff member will submit Self-Assessment Rubric in Edugence by **9/22/2023**
- ◆ Teacher/Staff member will submit Goal #1 and PD Plan (1 Required with optional 2nd) in Edugence by **9/22/2023**
- ◆ Appraiser schedule and conduct mid-year goal review with teacher/staff member prior to **12/18/2023**
- ◆ Teacher/Staff member will submit any Artifacts/Evidence to Appraiser prior to end of year conference and no later than **5/10/2024**
- ◆ Appraiser will schedule End of Year Conference on or before **5/17/2024**
 - Appraiser and teacher/staff member will review any artifacts/evidence submitted
 - Appraiser and teacher/staff member will review Beginning of Year Goal Setting and Professional Development Plan
 - Appraiser will complete Mid-Year Goal Review and End of Year Goal Attainment Document
 - Appraiser and teacher review current goals, discuss areas of reinforcement and refinement, and discuss potential **2024-25** Goals and Professional Development Plan
 - Appraiser and teacher/staff member will electronically sign documents
 - Appraiser must submit completed appraisals to the Human Resources Department by **5/17/2024**



2023-24 Appraisal Timelines and Requirements other than TTESS Annual Appraisals

Alternate Appraisals in Edugence (Annual)

Dyslexia Teacher, ESL Teacher, Interventionist, Teacher of Auditory Impaired, Teacher of Visually Impaired

→ **Summative Appraisal Required for 2023-24:**

- ◆ Teacher/Staff member will submit Self-Assessment Rubric in Edugence by **9/22/2023**
- ◆ Teacher/Staff member will submit Goal #1 and PD Plan (1 Required with optional 2nd) in Edugence by **9/22/2023**
- ◆ Appraiser will conduct formal walkthroughs during the fall and spring semester
- ◆ Appraiser will complete EOY Goal Reflection and PD Plan no later than **5/10/2024**
- ◆ Appraiser will complete Summative Annual Appraisal no later than **5/10/2024**
- ◆ Appraiser will schedule Summative/End of Year Conference on or before **5/17/2024**
 - Appraiser and teacher/staff member will discuss Summative Appraisal
 - Appraiser and teacher/staff member review current goals, discuss areas of reinforcement and refinement, and discuss potential **2024-25** Goals and Professional Development Plan
 - Appraiser and teacher/staff member will electronically sign documents
 - Appraiser must submit completed appraisals to the Human Resources Department by **5/17/2024**

Alternate Appraisals in Edugence (Less Than Annual)

Dyslexia Teacher, ESL Teacher, Interventionist, Teacher of Auditory Impaired, Teacher of Visually Impaired

→ **Summative Appraisal Not Required for 2023-24:**

- ◆ Teacher/Staff member will submit submit Self-Assessment Rubric in Edugence by **9/22/2023**
- ◆ Teacher/Staff member will submit Goal #1 and PD Plan (1 Required with optional 2nd) in Edugence by **9/22/2023**
- ◆ Appraiser will conduct formal walkthroughs during the fall and spring semester
- ◆ Appraiser will complete EOY Goal Reflection and PD Plan no later than **5/10/2024**
- ◆ Appraiser will schedule End of Year Conference on or before **5/17/2024**
 - Appraiser and teacher/staff member review current goals, discuss areas of reinforcement and refinement, and discuss potential **2024-25** Goals and Professional Development Plan
 - Appraiser and teacher/staff member will electronically sign document
 - Appraiser must submit completed appraisals to the Human Resources Department by **5/17/2024**



2023-24 Appraisal Timelines and Requirements other than TTESS Annual Appraisals

Instructional Coach Appraisals in Edugence

→ **Summative Appraisal Required for 2023-24:**

- ◆ IC will submit Self-Assessment Rubric in Edugence by than **9/22/2023**
- ◆ IC will submit Professional Goal and PD Plan (1 Required with optional 2nd) in Edugence by **9/22/2023**
- ◆ Appraiser will schedule and conduct Goal Setting Conference by **9/22/2023**
- ◆ IC will submit Student Growth Goal (SLO) by **10/13/2023**
- ◆ Appraiser schedule and conduct mid-year goal review with IC prior to **1/12/2024**
- ◆ IC will submit any Artifacts/Evidence to the Appraiser prior to the end of year conference and no later than **(IC) 5/10/2024.**
- ◆ Appraiser will complete the Summative Annual Appraisal no later than **5/17/2024**
- ◆ Appraiser will schedule a Summative/End of Year Conference on or before **5/17/2024.**
 - Appraiser and IC will discuss Summative Appraisal
 - Appraiser and IC will review Beginning of Year Goal Setting and Professional Development Plan
 - Appraiser will complete Mid-Year Goal Review and End of Year Goal Attainment Document
 - Appraiser and IC will review current goals, discuss areas of reinforcement and refinement, and discuss potential **2024-25** Goals and Professional Development Plan
 - Appraiser and IC member will electronically sign documents
- ◆ Appraiser must submit completed appraisals to the Human Resources Department by **June 28, 2024**

Texas School Counselor Evaluation and Support System (T-SCESS) Appraisal

Counselors

→ **Summative Appraisal Required for 2023-24:**

- ◆ Counselor will submit submit Self-Assessment Rubric in Edugence by **9/22/2023**
- ◆ Counselor will submit Goal #1 and PD Plan (1 Required with optional 2nd) in Edugence by **9/22/2023**
- ◆ Appraiser will complete the Mid-Year Conference Goal review and Progress Toward Attainment document by **1/12/2024.**
- ◆ Counselor will submit Artifacts and Evidence by **5/10/2024**
- ◆ Appraiser will complete Summative Annual Appraisal no later than **5/17/2024**
- ◆ Appraiser will schedule Summative/End of Year Conference on or before **5/17/2024**
 - Appraiser and teacher/staff member will discuss Summative Appraisal
 - Appraiser and teacher/staff member review current goals, discuss areas of reinforcement and refinement, and discuss potential **2024-25** Goals and Professional Development Plan
 - Appraiser and teacher/staff member will electronically sign documents
 - Appraiser must submit completed appraisals to the Human Resources Department by **5/24/2024**



2023-24 Appraisal Timelines and Requirements other than TTESS Annual Appraisals

Paraprofessional and Auxiliary Appraisals

- **Appraisal and Summary Conferences Required for 2023-24**
 - ◆ Appraiser will complete appraisals on or before **May 10, 2024**
 - ◆ Appraiser will review all job descriptions with the employee and conduct a summary conference.
 - ◆ Appraiser and Appraisee will sign evaluation.
 - ◆ Appraiser will submit completed appraisal and job description review form for all paraprofessional and auxiliary staff to Human Resources on or before **June 3, 2024**
- [Para-Professional Appraisal Form](#)
- [Auxiliary Appraisal Form](#)
- [Job Description Page](#)

Administrators and Professional Personnel

- **Evaluation/Appraisal Required for 2023-24**
 - ◆ Principals: TPESS appraisals will be completed on or before **June 14, 2024** as shown on the TPESS Appraisal Calendar
 - ◆ Professional personnel: All professional staff appraisals complete by **June 28, 2024**
 - ◆ Appraiser and Appraisee will sign evaluation.
 - ◆ Appraiser will submit completed appraisal and job description review form for all professional staff (Assistant Superintendents, Executive Directors, Directors, Coordinators, Diagnosticians, Counselors, etc.) to Human Resources on or before **June 28, 2024** as currently outlined.
- [Professional Appraisal Form](#)
- [Job Description Page](#)