



DONNA ISD OFFICE OF HUMAN RESOURCES

Employee Appraisal, Student Growth Measure (SGM) & Teacher Responsibility Rubric Timeline 2023-2024

ALL Donna ISD Teachers will use PreTest/PostTest for the SGM

	EVALUATION/APPRaisal ACTIVITIES	PERSON(S) RESPONSIBLE	DEADLINE
1.	T-TESS Orientation for all teachers Completed within the first three weeks of school and within two weeks for new hire after the first day of school.	Trainer of Trainers	Aug. 7 – August 25th Upload sign-in sheet in google classroom by Sept. 1
2.	Goal Setting: SGM for TTESS <ul style="list-style-type: none"> ▶ Teacher will identify the Pre-Test/Post-Test to be used in determining Student Growth of 1 instructional period. ▶ Appraiser will approve PreTest/PostTest ▶ Teachers will manage student lists, test scores, and upload documents into Strive as evidence. ▶ Appraisers are to monitor this process. <p><i>No later than the six weeks after completion of teacher orientation.</i></p>	All Teachers and Campus Administrators	Aug. – Sept. 2023 Self-assessment entered in Eduphoria and Face to Face goal-setting meetings completed by Oct. 6
3	Teacher Responsibility Self-Assessment <i>No later than the six weeks after completion of teacher orientation.</i>	All Teachers	Aug. – Sept. 2023 Self-assessment entered in Eduphoria by Oct. 6
	▶ Administration of approved Pre-Test and document scores.	All Teachers	October 27, 2023
	▶ Using Pre-Test results, teachers will determine the growth measure of each student. Growth measure process will be delivered to campus administrators in mid-September and then delivered to each teacher.	All Teacher	November 24, 2023
4.	Teacher Responsibility Self-Assessment Review	Appraisers	Nov. 30, 2023

	EVALUATION/APPRaisal ACTIVITIES	PERSON(S) RESPONSIBLE	DEADLINE
5.	For all STAAR/EOC Testing teachers of record, an Unannounced Observation will be completed. Post-Conference is required.	Appraisers	Completed between October 2023 - December 2023 (all unannounced observations by Dec. 13, 2023; All conferences completed by Dec. 21, 2023) (Domains II & III ONLY and documented in Eduphoria)
6.	For all teachers, an Announced (Formal) Observation will be completed. Pre & Post Conferences are required and must be documented in Eduphoria.	Appraisers	Announced (Formal) by February 13, 2024 (Domains II & III ONLY and documented in Eduphoria)
7.	Window for online appraisals for non-TPESS campus and district administrators	Human Resources District Evaluators	Jan. 22, 2024
8.	Submit evaluations and documentation (only) for TEACHERS who will be recommended for non-renewal/termination to HR for review. <i>Evidence should be a collection of year-long data.</i>	Principal/Superintendent/ Deputy Superintendent	Jan. 31, 2024 (March 2024) Board Meeting
9.	Submit Evaluations and documentation for Central Office Administrators, Asst. Principals, and Non-Teaching Professionals to HR for discussion of non-renewal process.	Principals, Directors, Asst. Supt	Jan. 31, 2024 (March 2024) Board Meeting
10.	Proposed renewals and non-renewals for principals, non-teaching professionals, support staff, auxiliary staff and Central Office Administrators	Superintendent	March 5, 2024 Board Meeting
11.	Notify contracted personnel of Proposed non-renewal/terminations	Board of Trustees Human Resources	Week of March 6, 2024
12.	Teacher Responsibility Rubric Evaluation completion and recorded on Eduphoria	Appraisers	April 12, 2024
13.	Complete all evaluations for Paraprofessionals, secretaries, clerks and auxiliary personnel and submit to HR	Principals, Directors, Supervisors, Administrators	April 19, 2024
14.	All teachers are to administer an approved Post-Test and analyze results to determine if SGM goal was met for each student. Teachers will maintain documentation and upload data into Strive as evidence.	Teachers	By the end of April 2024
15.	Completion of Summative Evaluations	Appraiser	May 3, 2024

	EVALUATION/APPRaisal ACTIVITIES	PERSON(S) RESPONSIBLE	DEADLINE
16.	Initiate notification and availability of Letters of Reasonable Assurance to paraprofessionals, administrators, secretaries, clerks and applicable auxiliary personnel	Principals, Directors, Supervisors, Administrators	Beginning of April 2024
17.	Final date for Letters of Reasonable Assurance to be signed	Principals, Directors, Supervisors, Administrators	Mid April 2024
18.	All appraisals should be completed and signed <i>(ensure summative Conferences have been conducted)</i>	Principals	May 10, 2024
19.	Conduct Principals' Summative Evaluations	Deputy Superintendent & Superintendent	June 2024
<p><i>Note: for any paraprofessional or auxiliary personnel not being recommended for re-employment, due process must be followed and documentation must be submitted to the Office of Human Resources prior to notice.</i></p>			
<p><i>Student Growth Measure Process for all Teachers:</i></p> <ul style="list-style-type: none"> ● <i>Teachers will identify the Pre-Test used to determine Student Growth - must have a target per student (Pre-Test can be a teacher created test or test from the DISD test bank)</i> ● <i>Administrator/Appraiser will approve Pre-Test chosen by Teacher</i> ● <i>Teachers will administer Pre-Test</i> ● <i>Teachers will use Pre-Test results to set a growth measure for each student. (Admin will provide process)</i> ● <i>Teachers will Administer Post-Test</i> ● <i>Teachers will use Post-Test results to determine the Student Growth Measure of each student and the % that met growth. This will need to be recorded in Eduphoria-Stive (T-TESS Summative report).</i> 			