SANTA MARIA INDEPENDENT SCHOOL DISTRICT
Texas Teacher Evaluation and Support System (T-TESS) Teacher Timeline
2023-2024

#	Action	Employee Responsibility	Timeline	Document
1	Orientation for T-TESS T-TESS Orientation for first year teachers and new teachers to district (Policies DNA Legal/Local & T-TESS Calendar will be issued)	Administrators	September 2023 (Within first 3 weeks)	T-TESS Training Materials
	Informal observations and walkthroughs with ongoing feedback support and develop teacher practices.		Ongoing throughout the school year	DMAC
2	Teachers NOT new to SMISD who completed this at EOY Conference may only need to make edits before submitting.	Teachers	By September 29, 2023 (Within first 6 weeks)	T-TESS Self-Assessment & Goal Setting on DMAC
	Teacher Self-Assessment and Goal Setting Plan Part 1			
3	**T-TESS Formal Observations window**	Administrators	Begins October 2, 2023	DMAC
	Formal Post-Conference Window	Teacher & Administrators	Within 10 Days of Observation	
4	All teachers must submit the Student Learning Objective (SLO) and the Student Growth Tracker form for targeted students for the 2023-2024 school year	Teacher & Administrators	October 6, 2023	SLO on DMAC
	SLO teaching cycle begins.	Teachers	October 9, 2023	Lesson Plans
	SLO Progress Check Point #1 & Check Point #2	Teacher	October-December 2022	Testing Calendar
	Mid-Year Conference: Discuss progress of goals (include SLO);	Teacher & Administrators	December 2023 - January 2024	DMAC
	SLO Progress Check Point #3, #4, & #5	Teachers	January 2024 - March 2024	DMAC
	SLO Post Assessment Window All SLO requirements must be completed.		March 4, 2024 - March 29, 2024	DMAC
5	Artifacts and evidence must be shared with appraiser at least 10 working days prior to the End of Year Summative Conference	Teachers	10 days prior to EOY Conference	DMAC Post Conference
	Teachers must complete Part II Goal Reflection for current year and Part III Future Goals for the next school year 2024-2025 prior to the Summative Conference.			DMAC Part II & III
6	End of Year Summative Conferences	Administrators	By April 19, 2024	DMAC
7	Written Summative Annual Appraisal Report	Teachers	By April 19, 2024	DMAC
8	Submit Summative T-TESS Appraisals for all Teachers to the Personnel Office	Administrators	By April 19, 2024	Submit a signed copy to HR

Observations cannot be conducted on the following days as per Board Policies DNA (Legal) and DNA (Local) Last day before a Holiday and the day after a Holiday – See Dates Below:

Friday, November 17, 2023
Monday, November 27, 2023
Friday, December 22, 2023

Tuesday, January 9, 2024
Friday, February 9, 2024
Tuesday, February 13, 2024

Friday, March 8, 2024
Monday, March 18, 2024
Thursday, March 28, 2024

Tuesday, April 2, 2024
Friday, May 24, 2024
Tuesday, May 28, 2024

Reminders: **<u>For 45+ minute evaluation Domain 2 & 3</u>**
Pre-conferences must be held prior to a formal observation.
Post-observation conferences must be completed within 10 days after a formal observation.
Areas of Reinforcement and Refinement are discussed during the post conference.

<u>For On-going assessment throughout the year Domain 1 & 4</u>
Artifacts or evidence for Domain 4 should be collected throughout the year in preparation for end of the year conferences that will be held in April and May (ongoing).
Artifacts and evidence must be shared with appraisers at least 10 working days prior to the End of Year Summative Conference.

Board Approved: 08/14/2023
Office of Human Resources - OHR
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