SANTA MARIA INDEPENDENT SCHOOL DISTRICT
Employee Evaluation Timeline
2019-2020

Texas Teacher Evaluation and Support System (T-TESS) Teacher Timeline

Month	Action	Person(s) Responsible	Required Document
August 2019	• Training for T-TESS	• District and Campus Administration	• T-TESS Training Materials
September 2019	• Teacher Self-Assessment and Goal Setting Plan Part 1 **(Due September 26)** • Teachers NOT new to SMISD who completed this at EOY Conference may only need to make edits before submitting	• Teacher	• T-TESS Self-Assessment and Goal Setting form on DMAC
	• Pre-Observation Conferences **(Beginning September 26)** • A pre-conference must be held prior to a formal observation	• Appraiser schedules conference	• No required forms
	• Artifacts or evidence for Domain 4 should be collected throughout the year in preparation for end of year conferences that will be held in April and May **(Ongoing)**	• Teacher collects and compiles evidence	• Teacher artifacts
October 2019 – March 2020	• Observations (45min. Minimum) will be conducted **(Observation window October 1 – March 25)** • Post-observation conferences must be completed **10 days** after a formal observation	• Appraiser conducts observation and completes form • Teacher signs form	• T-TESS Observation Rubric (Domains 1-3) on DMAC
	• Artifacts and evidence must be shared with appraiser at least **10 days prior** to the End of Year Summative Conference	• Teacher	• Upload artifacts on DMAC as attachments
	• Complete the Teacher Self-Assessment and Goal Setting Part 2 and Professional Development Plan **prior** to end of year conference	• Teacher	• Teacher Self-Assessment and Goal Setting Form on DMAC
April 2020-May 2020	• End of Year Summative Conferences **(no later than May 7)**	• Appraiser schedules conference and completes form • Teacher signs forms	• T-TESS Summative Form (Domains 1-4) on DMAC

** It is the teacher's responsibility to electronically sign required forms within specified timelines.

BOARD APPROVED SEPTEMBER 26, 2019