SANTA MARIA INDEPENDENT SCHOOL DISTRICT
Texas Teacher Evaluation and Support System (T-TESS) Teacher Timeline
2020-2021

#	Action	Employee Responsibility	Date Deadline	Document
1	**Orientation for T-TESS** **T-TESS Orientation for first year teachers and new teachers to district** **(Policies DNA Legal/Local & Calendar will be issued)**	**Administration**	**August 2020**	**T-TESS Training Materials**
2	**Teachers NOT new to SMISD who completed this at EOY Conference may only need to make edits before submitting** **Pre-Observation Conferences** **A pre-conference must be held prior to a formal observation** **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)**	**Teacher**	**September 2020**	**T-TESS Self-Assessment & Goal Setting on DMAC**
3	**Teacher Self-Assessment and Goal Setting Plan Part 1** **All teachers must submit the Student Learning Objective (SLO) and the Student Growth Tracker form for targeted students for the 2020-2021 school year** **T-TESS appraisers must review and approve the goals, professional development plan, and the Student Learning Objective (SLO) for All Teachers** **Mid-Year Conference: Discuss progress of goals (include SLO); Mid-Year progress Check In #2** **Observations window**	**Appraiser conducts observation and completes form** **Teacher signs form** **Teacher**	**October 16, 2020** **October 21, 2020** **December 2020 – January 2021** **October 19 – March 31**	**T-TESS Observation Rubric** **Domains 1 – 3 on DMAC** **Upload artifacts on DMAC as attachments** **Teacher Self-Assessment and Goal Setting on DMAC**

4	**Post-observation conferences must be completed 10 days after a formal observation** **Artifacts and evidence must be shared with appraiser at least 10 working days prior to the End of Year Summative Conference**	**Teachers/Administrators**		
5	**End of Year Summative Conferences**	**Appraiser schedules conference and completes form**	**April 2, 2021**	**T-TESS Summative Form (Domains 1-4) on DMAC**
6	**Written Summative Annual Appraisal Report**	**Teacher signs form**	**10 working days after End of Year Conference**	
7	**Teachers must complete Part II (Goal Setting) for current year and set goals for next school year 2021-2022**	**Teachers/Administrators**	**April 2, 2021**	
8	**Submit Summative T-TESS Appraisals for all Teachers to the Personnel Office**	**Administration**	**April 8, 2021**	**Appraisal Forms**

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 20, 2020
Monday, November 30, 2020
Friday, December 18, 2020
Monday, January 4, 2021
Friday, February 5, 2021
Tuesday, February 9, 2021
Friday, March 12, 2021
Monday, March 22, 2021
Thursday, April 1, 2021
Tuesday, April 6, 2021
Friday, May 28, 2021
Tuesday, June 1, 2021

Reference:
Policy Online Legal Policy DNA and DNB
https://pol.tasb.org/Home/Index/261