

Rockdale ISD

2024-2025

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

Month	Action	Person(s) Responsible	Required Documents
August to September	<p>Training for T-TESS</p> <p>Walkthroughs begin</p> <p>Training for new teachers (no later than 6 weeks from the day of completion of orientation and at least 2 weeks before first observation).</p>	District & Campus Administrators	<p>T-TESS Training Materials</p> <p>Sign-in sheets</p>
September	<p>Teacher Goal Setting, Self-Assessment and Professional Development (GPSD) Plan Part 1 (Due 9/3/24)</p> <p>GPSD Conferences (Beginning 9/3/24)</p> <p>A pre-conference must be held prior to formal observation</p> <p>Artifacts or evidence for Domain 4 should be collected throughout the year in preparation for end of year</p>	<p>Teacher completes GPSD 1</p> <p>Appraiser schedules conference(s)</p> <p>Appraiser may use pre-conference script in Eduphoria</p> <p>Teacher collects and compiles evidence</p>	<p>T-TESS Self-Assessment and Goal Setting form in Eduphoria</p> <p>Teacher artifacts and evidence</p>
October to April	<p>Observations (45 minutes min.) will be conducted (Observation window 9/9/24-2/21/25)</p> <p>Midyear goal conference (January)</p> <p>"Contractual Difficulties" information to Human Resources (due 2/28/25)</p> <p>Post-observation conference must be completed <u>10 days</u> after a formal observation</p>	<p>Appraiser conducts observation and completed form in Eduphoria</p> <p>Appraiser schedules conference(s)</p> <p>Appraiser may use post conference script in Eduphoria</p> <p>Teacher and appraiser digitally sign form in Eduphoria</p>	<p>T-TESS Observation Rubric (Domain 1-3) in Eduphoria</p>
March to May	<p>Artifacts or evidence for Domain 4 should be shared with appraiser at least 10 days prior to the End of Year Summative Conference</p> <p>Teacher Goal Setting, Self-Assessment and Professional Development (GPSD) Plan Part 2 (due prior to end of year conference)</p> <p>End of Year Summative Conferences (no later than 5/2/24)</p>	<p>Teacher shares artifacts or evidence in Eduphoria</p> <p>Teacher completes GPSD 2</p> <p>Appraiser schedules conference and completes T-TESS (1-4)</p> <p>Teacher and appraiser digitally sign form in Eduphoria</p>	<p>Upload artifacts or evidence in Eduphoria</p> <p>T-TESS Self-Assessment and Goal Setting form in Eduphoria</p> <p>T-TESS Summative Form (Domains 1-4) in Eduphoria</p>

Appraisal Calendar:

- Shall exclude the first three weeks of instruction. Teachers will submit their professional growth plan to their appraiser for feedback and final approval during this period.
- Shall prohibit formal observations on the last day of instruction **before** any official school holiday and on the first day of instruction **after** a holiday.
- Shall provide that the appraisal process be completed 15 working days before the last day of instruction for students.
- Shall exclude days scheduled for end-of-semester or end-of-year examinations.
- Shall exclude days scheduled for STAAR, EOC, or other standardized tests.

Documented Walkthroughs

- A minimum of four (4) documented walkthroughs shall be conducted for ALL teachers. These must be completed in Eduphoria/STRIVE (Minimum: two each semester)
- Documented walkthroughs must be a minimum of fifteen (15) minutes in length.
- Documentation must be shared with the teacher in writing within ten (10) days

End of Year Conference

- All teachers must have an End-of-Year Conference no later than May 2, 2025.
- Review of the appraisal data collected throughout the current school year.
- Examine and discuss the evidence related to the teacher's performance on the four domains OR domain four of the T-TESS rubric depending on the type of teacher appraisal.
- Review Goal-Setting and Professional Development Plan and Plan for following school year.
- Review Student Growth Goals, student trackers, and student data.

Teacher Response/Request for a Second Appraiser

- A teacher may rebut in writing and/or request a second appraisal within 10 working days after receiving the Observation Summary Form or Summative Annual Report within the guidelines of DNA legal.
- Request for a Second Appraiser guidelines are found on the staff tab located on the Rockdale ISD webpage.

Appraisers: High School: Wendy Mahan, Madison Monzingo, Michael Young; Junior High: Cheyenne Babb, Shellie Dunn, Hudson Evans; Intermediate: Monica Elizondo, April Eschberger; Elementary: Shannon Pourmanafzadeh, Ashley Willard; District: Kathy Pelzel and Tiffany Whitsel