



Clear Creek Independent School District Teacher Appraisal Calendar August 2024-June 2025

August 2, 2024 (*Training must be completed within 10 days of hire, if hired after the start of the school year*)

Mandatory T-TESS Training – New Teacher Hires

New CCISD teacher hires must enroll and complete the Human Resources **T-TESS Training course** in Eduphoria.

August 5, 2024 – September 30, 2024

Mandatory Staff Development is a hidden course in CCISD YOUniversity and must be accessed via a direct link. See your campus administrator for directions.

August 5 – 9, 2024

T-TESS & LEADS Refresher: Campus administrators conduct a training on teacher appraisal system.

August 5 – 16, 2024

Consideration for Employee Eligibility for Less Than Annual Full Appraisal: Administrators and teachers will review policy [DN \(local\)](#) for professional support employees and [DNA \(local\)](#) for T-TESS and LEADS teachers to determine eligibility of employees. Eligible employees must submit the form in TalentEd Perform that he/she agrees to the less than annual appraisal on the Full Appraisal Waiver Request Form. (See [DN Exhibit](#) and [DNA Exhibit](#))

August 19 – September 27, 2024

Goal-Setting and Professional Development (GSPD) Plan Conferences Conducted (T-TESS, LEADS, Professional Support)

- For first year teachers, T-TESS Commissioner's Rules require that a Goal-Setting and Professional Development Plan conference be held for a teacher in the first year of appraisal under T-TESS or for teachers new to the district.
- Continuing T-TESS teachers should have completed their GSPD Plan in conjunction with their previous spring semester (Summative Conference).
- All other professional employees should submit their goal setting in the specified appraisal document.

Teacher Self-Report, Section I, for T-TESS, and LEADS

- The Teacher Self-Report Section I for T-TESS is the Goal Setting portion of the Goal Setting and Professional Development (GSPD) Plan; this should be submitted through TalentEd Perform.
 - Note: The T-TESS Commissioner's rules require that the Goal Setting Section I be submitted within 6 weeks of completion of the T-TESS orientation.
- The Teacher Self-Report, Section I for LEADS is the Gap Analysis.

T-TESS Observation Pre-Conference

- An Observation Pre-Conference must be conducted prior to the formal observation.

August 5, 2024 – May 22, 2025

Appraisal period for all paraprofessional staff (unless authorized by department's Cabinet member). Appraisals are submitted electronically in TalentEd Perform.

September 4, 2024 – April 4, 2025

Appraisal period for all teacher appraisals (T-TESS & LEADS) to be completed and submitted through the TalentEd Perform System.

March 3 – March 28, 2025

Appropriate **Teacher Self-Report** (T-TESS Section II Goal Reflection and Goal Setting of Goal Setting and Professional Development (GSPD) Plan or LEADS, Section II) **completed** and submitted through TalentEd Perform for **T-TESS** and **LEADS**.

April 4, 2025

Appraisal period for teachers on Texas Teacher Evaluation System and Support (T-TESS) and Lead Educator Appraisal and Development System (LEADS) **completed**.

April 7, 2025

Summative Conferences begin for T-TESS, LEADS, Professional Support, and Clerical/Instructional Paraprofessional employees. Appraisals are submitted electronically through TalentEd Perform.

May 1, 2025

Summative Conferences completed for all teachers on Texas Teacher Evaluation System and Support (T-TESS) and Lead Educator Appraisal and Development System (LEADS).

- T-TESS Commissioner's Rules state that Summative Conferences must be completed no later than 15 working days before the last day of instruction.

Summative conferences are completed and submitted in TalentEd Perform for T-TESS and LEADS.

June 6, 2025

All summative appraisal reports must be completed and submitted in TalentEd Perform.