

PERFORMANCE APPRAISAL
EVALUATION OF TEACHERS

DNA
(REGULATION)

All teachers at South San Antonio ISD will be observed using the T-TESS Evaluation Rubric. Principals will train all teachers on the T-TESS Evaluation System in August and any new teachers throughout the year. The T-TESS training must be documented on the Eduphoria Appraise system for audit purposes. Training must be completed two weeks before an observation can be conducted.

APPRAISAL

Teachers will be formally observed in classroom instruction by trained administrators, using the T-TESS research-based rubric that covers multiple dimensions of instructional quality.

All teachers will be formally observed in the classroom one time, which is unannounced. Teachers can request that pre-conference occur before the formal observation. Teachers will be observed either during the fall or spring semester. Teachers will receive at least one classroom observation of a minimum of 45 minutes, with additional walk-throughs and observations conducted at the discretion of the certified appraiser and in accordance with the Texas Education Code, §21.352(c-1). Additional observations and walk-throughs do not require an observation post-conference. Additional observations and walk-throughs do require a written summary in the Eduphoria Appraise system if the data gathered during the additional observation or walk-through will impact the teacher's summative appraisal ratings, in which case the written summary shall be shared within 10 working days after the completion of the additional observation or walk-through.

By written, mutual consent of the teacher and the certified appraiser, the required minimum of 45 minutes of observation may be conducted in shorter time segments. The time segments must aggregate to at least 45 minutes. (Chapter 150. Commissioner's Rules Concerning Educator Appraisal, §150.1003. Appraisals, Data Sources, and Conferences.)

All teachers will be formally observed in the classroom one time unless the evaluator or teacher deems an additional observation to be necessary.

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1 of 5

CABINET APPROVAL: 5/2/16

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DNA
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Teachers who are new to the district and to the T-TESS rubric evaluation process may request a practice observation that will include a pre and post conference prior to completing a formal evaluation. Practice observations will cover a minimum of 45 minutes of instruction.

ANNUAL
OBSERVATION CYCLE

The annual observation cycle will be from September through May. In the event of a practice evaluation, it must precede the formal observation.

A classroom observation will be an instructional period or a complete lesson within an instructional period that consists of a minimum of 45 minutes of instruction. Unless the appraiser and teacher have agreed to shorter time segments that aggregate to a total of 45 minutes.

FORMAL
OBSERVATIONS

All formal 45 minute observations must include post-conference meetings.

Pre-conferences are optional at the request of a new or veteran teacher. The meeting will focus on pertinent questions regarding lesson plan to be presented and information of students to be present during the observation.

The teacher may not waive a yearly formal observation.

After each classroom/lesson observation, the teacher observed will receive a written summary including oral feedback from the individual T-TESS evaluator in a "post-conference" meeting within 10 working days of the actual observation.

The "practice" observation for teachers who are new to the district and rubric evaluation process shall be an announced observation that is scheduled by date, time and class period.

END-OF-YEAR
CONFERENCE

An end-of-year conference will be held at least 15 days prior to the last day of instruction to discuss overall performance for the year. End-of-year conferences will not be waived.

The end-of-year conference will a review of the teacher's progress in following their professional development plan to include but not limited to the following: review of formal classroom observation(s),

DATE ISSUED: 5/23/16

SUBMITTED BY: 

2 of 5

CABINET APPROVAL: 6-2-16

PERFORMANCE APPRAISAL
EVALUATION OF TEACHERS

DNA
(REGULATION)

Goal Setting and Professional Development (PD) plan progress, student performance information such as grades, formative and summative assessment, student portfolios, written walkthrough information and other relevant cumulative data.

COLLECTING AND
MAINTAINING
EVIDENCE

The T-TESS Walk-throughs, Observation, and Summative Documents must be inputted in the Eduphoria Appraise system within 10 business days of the observation. The Teacher Goal Setting Form must be inputted in the Eduphoria Appraise system within two weeks of the last instructional day.

SCORING

After the post-conference and reviewing all documentation from the four dimensions within the fourth domain, goal-setting form and Professional Development Plan progress, the appraiser will then score the final domain.

APPEAL PROCESS

A teacher may submit a written response or rebuttal at the following times:

Domains I, II, and III, after receiving a written observation summary or any other written documentation (ex. Walk-throughs) related to the ratings of those three domains; or

Domain IV, and for the performance of teachers' students, after receiving a written summative annual appraisal report.

Any written response or rebuttal must be submitted within 10 working days of receiving a written observation summary, a written summative annual appraisal report, or any other written documentation associated with the teacher's appraisal. A teacher may not submit a written response or rebuttal to a written summative annual appraisal report for the ratings in Domains I, II, and III, if those ratings are based entirely on observation summaries or written documentation already received by the teacher earlier in the appraisal year for which the teacher already had the opportunity to submit a written response or rebuttal.

A teacher may request a second appraisal by another certified appraiser at the following times:

DATE ISSUED: 5/23/16

SUBMITTED BY: 

3 of 5

CABINET APPROVAL: 5-2-16

PERFORMANCE APPRAISAL
EVALUATION OF TEACHERS

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Domains I, II, and III, after receiving a written observation summary with which the teacher disagrees;
or

Domain IV and for the performance of teachers' students after receiving a written summative annual appraisal report with which the teacher disagrees.

The second appraisal must be requested within 10 working days of receiving a written observation summary or a written summative annual appraisal report. The teacher must request the second appraisal in writing through the completion of an Appeal Request letter that clearly outlines the specific nature of the discrepancies and a statement of expected performance evaluation. A teacher may not request a second appraisal by another certified appraiser in response to a written summative annual appraisal report for the ratings of dimensions in Domains I, II, and III, if those ratings are based entirely on observation summaries or written documentation already received by the teacher earlier in the appraisal year for which the teacher already had the opportunity to request a second appraisal.

A teacher may be given advance notice of the date or time of a second appraisal, but advance notice is not required.

The second appraiser shall make observations and walk-throughs as necessary to evaluate the dimensions in Domains I-III or shall review the Goal-Setting and Professional Development Plan for evidence of goal attainment and professional development activities, when applicable. Cumulative data may also be used by the second appraiser to evaluate other dimensions.

Following the second observation the teacher will receive a post-conference with their second appraiser within 10 business days.

DATE ISSUED: 5/23/16

SUBMITTED BY: 

4 of 5

CABINET APPROVAL: 5-2-16

PERFORMANCE APPRAISAL
EVALUATION OF TEACHERS

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Second appraisers must meet all qualifications outlined in Chapter 150. Commissioner's Rules Concerning Educator Appraisal: §150.1005. Appraiser Qualifications. They will be appointed by the Chief Academic Officer of the South San Antonio ISD Division of Academics.

The Board has established a formal employee grievance procedure found in policy DGBA in the event the T-TESS appeal process does not resolve concerns.

OTHER GUIDELINES

All teachers will participate in the T-TESS evaluation process.

Teachers must provide evidence for the Professional Practices and Responsibilities domain (Goal-Setting form) of the T-TESS rubric to the Principal prior to the End-of-Year Conference.

Walkthrough visits shall be conducted throughout the year. The Walkthrough visits are unannounced, brief, and informal. Lasting approximately 15 minutes.

Cumulative documentation that may impact a teacher's evaluation must be shared with the teacher within 10 working days. If the teacher wishes to respond to documentation, it must be done within 10 working days.

Post conferences following each observation may not be waived.

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AD 5 of 5

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