



Administrative Regulations

South San Antonio Independent School District

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Performance Appraisals - 2023	

All District employees shall be periodically appraised in the performance of their duties. Supervisors should review and discuss the appraisal process with all employees under their supervision no later than May of each year or sooner, if applicable.

EMPLOYEE CAMPUS/DEPARTMENT FILE

Each employee shall have a campus/department file in addition to the employee’s official personnel file. Copies of all evaluations and other pertinent documents as well as contact information should be in each employee’s department/campus file.

CONFIDENTIALITY

A document evaluating the performance of a teacher is confidential and is not subject to disclosure under the Public Information Act, Government Code 552. [See GBA]

A district may give TEA a document evaluating the performance of a teacher employed by the district for purposes of an investigation conducted by TEA. A document provided to TEA remains confidential unless the document becomes part of the record in a contested case under the Administrative Procedures Act, Government Code, Chapter 2001.

Except as provided by a court order prohibiting disclosure, a document provided to TEA may be used in a disciplinary proceeding against a teacher if the document may be admitted under rules of evidence applicable to a contested case under Government Code 2001.081.

APPRAISAL CALENDARS

The Human Resources Department (HR) will notify supervisors of the dates that performance appraisals are due each school year. Additionally, a calendar associated with teacher and principal performance appraisals will be published by the Division of Academics with approved observation dates as applicable.

TEACHER and ALL OTHER NON-ADMINISTRATIVE PROFESSIONAL PERSONNEL (See Policy DNA LEGAL)

Appraisals and summary conferences are to be completed for teachers, counselors, librarians, nurses, diagnosticians, psychologists, therapists, special education counselors, and grant-funded non-teaching



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professionals.

One copy of the completed signed appraisal is due in the office of Human Resources for all teachers, counselors, librarians, nurses, and special education professional personnel, technologists, instructional strategists, and grant-funded non-teacher professional as determined by HR each year.

An end-of-year conference shall be held within a time frame specified on the district calendar, no later than 15 working days before the last day of instruction for students.

PRINCIPALS

Appraisals and conferences are to be completed on all principals using the District adopted instrument. One copy of each completed and signed appraisal is due in the office of Human Resources by the due date as determined by HR.

ADMINISTRATORS OTHER THAN PRINCIPALS

Appraisals and conferences are to be completed on all other administrators using the District adopted instrument. One copy of each completed and signed appraisal is due in the office of Human Resources by the due date as determined by HR.

PARAPROFESSIONAL AND AUXILIARY PERSONNEL

Appraisals and conferences are to be completed for all paraprofessional and auxiliary personnel. Paraprofessionals are appraised using the designated appraisal form. Auxiliary staff members are appraised using the designated appraisal form. One copy of each completed and signed appraisal is due to HR by the date as determined each year.

EXTENUATING CIRCUMSTANCES

If a staff member is not appraised due to an extended absence or similar reason, a memorandum must be submitted in the place of the appraisal explaining why the individual could not be appraised.

Questions concerning these types of situations should be directed to the Human Resources Department.