



Administrative Regulations

South San Antonio Independent School District

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Evaluation of Teachers -2023	

General

Teachers will be appraised annually. The District shall appraise teachers using the Texas Teacher Evaluation and Support System (T-TESS). The T-TESS is a research-based rubric that covers multiple dimensions of instructional quality. Teachers and administrators must be trained on the T-TESS System and training must be completed at least two weeks prior to an observation being conducted.

All teachers will be formally appraised in the classroom a minimum of one 45-minute observation time 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-through do not require an observation post-conference.

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.

Annual Observation Cycle

The annual observation cycle will be from September through May.

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 if requirements are met.

After each formal observation, the teacher will receive a written summary including oral feedback from the T-TESS appraiser in a “post-conference” meeting within 10 working days of the observation.



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T-TESS Teacher Response, Appeals and Requests for Second Appraiser

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

- for Domains I, II, and III, as identified in §150.1002(a) (relating to Assessment of Teacher Performance), after receiving a written observation summary or any other written documentation related to the ratings of those three domains; or
- for Domain IV, as identified in §150.1002(a) and for the performance of teachers' students, as defined in §150.1001(f)(2) relating to General Provisions, 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, as identified in §150.1002(a), 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.

The second appraisal must be requested within 10 working days of receiving a written observation summary or a written summative annual appraisal report. 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, as identified in §150.1002(a), 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.

The South San Antonio ISD designee shall appoint a second appraiser and notify the teacher in writing the name of the second appraiser being appointed.

The second observation should be conducted within fifteen (15) working days of the second appraiser being appointed. This timeline may be waived upon agreement of both the teacher and the second appraiser. 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.



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The second appraiser shall follow the rules of documentation and shall conduct a conference with the teacher to review the scoring of the second appraisal document. The second appraiser will combine the scores for the two appraisals. Scores for the dimensions in I, II, and III shall be combined and averaged (50/50). The average of these two scores shall be used to determine the rating for each domain for the combined written summative annual appraisal report.

The primary appraiser shall conduct the conference for the combined report. It is the duty of the second appraiser to provide the signed copy of the second appraisal document to the teacher's campus appraiser. After this conference is held, the final annual appraisal report shall be filed reflecting the combined scores as required by the district.

Source: The provisions of this §150.1004 adopted to be effective July 1, 2016, 41 TexReg 2957.

Statutory Authority: The provisions of this §150.1004 issued under the Texas Education Code, §21.351.

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 be a review of the teacher's progress following their professional development plan to include but not limited to the following:

- Review of formal classroom observation(s);
- Goal Setting and Professional Development plan progress;
- Student performance information such as grades, formative, and summative assessment
- Student portfolios
- Written walkthrough information and other relevant cumulative data.

See Board Policy DNA LOCAL

<https://pol.tasb.org/PolicyOnline/PolicyDetails?key=177&code=DNA#localTabContent>