SANTA MARIA INDEPENDENT SCHOOL DISTRICT
Texas Teacher Evaluation and Support System (T-TESS) Teacher Timeline
2024-2025

#	Action	Employee Responsibility	Timeline	Document
1	Orientation for T-TESS for first year teachers and new teachers to district (Policies DNA Legal/Local & T-TESS Calendar will be issued)	Administrators	September 2024 (Within first 3 weeks)	T-TESS Training Materials
	Informal observations and walkthroughs with ongoing feedback support and develop teacher practices.		On-going through year	DMAC
2	Teachers NOT new to SMISD who completed this at EOY Conference may only need to make edits before submitting.	Teachers	By Sept. 27, 2024 (Within first 6 weeks)	T-TESS Self-Assessment & Goal Setting on DMAC
	Teacher Self-Assessment and Goal Setting Plan Part 1			
3	**T-TESS Formal Observations window**	Administrators	Begins Sept. 30, 2024	DMAC
	Formal Post-Conference Window	Teacher & Administrators	Within 10 Days of Observation	
4	All teachers must submit the Student Learning Objective (SLO) and the Student Growth Tracker form for targeted students.	Teacher & Administrators	September 27, 2024	SLO on See-One
	SLO teaching cycle begins.	Teacher & Administrators	September 30, 2024	Unit/Lesson Internalization Verification
	SLO Progress Check Point #1 (DMAC- TEKScore Exam = .91)	Teacher & Administrators	October 21-25, 2024	DMAC Reports & See-One
	SLO Progress Check Point #2 (DMAC- TEKScore Exam = .92) and Fall STAAR Released Benchmark (DMAC Exam = .81)	Teacher & Administrators	Nov. 11-15, 2024	DMAC Reports & See-One
	Mid-Year Conference: Discuss SLO progress of goals	T. & Admin.	January 6, 2025	See-One
	SLO Progress Check Point #3 (DMAC- TEKScore Exam = .93)	Teacher & Administrators	January 13 -17, 2025	DMAC Reports & See-One
	SLO Progress Check Point #4 (DMAC- TEKScore Exam = .94) and Spring STAAR-Released Benchmark (DMAC Exam = .82)		February 11-14, 2025	DMAC Reports & See-One
	SLO Progress Check Point #5 (DMAC- TEKScore Exam = .95)		March 24-28, 2025	DMAC Reports & See-One
	SLO Post Assessment Window All SLO requirements must be done.		April 1, 2025	See-One
5	Artifacts and evidence must be shared with appraiser at least 10 working days prior to the End of Year Summative Conference	Teachers	10 days prior to EOY Conference	DMAC Post Conference
	Teachers must complete Part II Goal Reflection for current year and Part III Future Goals for the next school year 2024-2025 prior to the Summative Conference.			DMAC Part II & III
6	End of Year Summative Conferences	Administrators	By April 17, 2025	DMAC
7	Written Summative Annual Appraisal Report	Teachers	By April 17, 2025	DMAC
8	Submit Summative T-TESS Appraisals for all Teachers to the HR	Administrators	By April 17, 2025	Submit a signed copy to HR

Observations cannot be conducted on the following days as per Board Policies DNA (Legal) and DNA (Local) Last day before a Holiday and the day after a Holiday – See Dates Below:

Friday, November 22, 2024	Friday, February 7, 2025	Thursday, April 17, 2025
Monday, December 2, 2024	Tuesday, February 11, 2025	Tuesday, April 22, 2025
Friday, December 20, 2024	Friday, March 7, 2025	Friday, May 2, 2025
Tuesday, January 7, 2025	Monday, March 17, 2025	Tuesday, May 27, 2025

Reminders: **<u>For 45+ minute evaluation Domain 2 & 3</u>**

Pre-conferences must be held prior to a formal observation.
Post-observation conferences must be completed within 10 days after a formal observation. Areas of Reinforcement and Refinement are discussed during the post conference.

<u>For On-going assessment throughout the year Domain 1 & 4</u>

Artifacts or evidence for Domain 4 should be collected throughout the year in preparation for end of the year conferences that will be held in April and May (ongoing).
Artifacts and evidence must be shared with appraisers at least 10 working days prior to the End of Year Summative Conference.

Board Approval August 19, 2024

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