

# 2024-2025 Performance Management Tasks and Timelines for Appraisers

EMPLOYEE GROUP		TEACHERS	MEDIA SPECIALISTS	COUNSELORS	ASSISTANT PRINCIPALS	PRINCIPALS	CAMPUS & CENTRAL PROFESSIONAL, SUPPORT, & OPERATIONS STAFF
EVALUATION INSTRUMENT <a href="https://dallasisd.org/domain/7954">dallasisd.org/domain/7954</a>		Teacher Excellence Initiative (TEI) <a href="https://tei.dallasisd.org">tei.dallasisd.org</a>	Dallas Librarian Appraisal (DLA) <a href="https://dallasisd.org/Page/41982">dallasisd.org/Page/41982</a>	School Counselor Appraisal Instrument (SCAI) <a href="https://dallasisd.org/Page/41974">dallasisd.org/Page/41974</a>	Assistant Principal Excellence Initiative (APEI) <a href="https://dallasisd.org/Page/41973">dallasisd.org/Page/41973</a>	Principal Excellence Initiative (PEI) <a href="https://dallasisd.org/Page/41972">dallasisd.org/Page/41972</a>	Career Management System (CMS) <a href="https://dallasisd.org/domain/13476">dallasisd.org/domain/13476</a>
PHASE 1 (BOY) Goal Planning Conference	Dates	Aug 26 – Oct 10, 2024	Aug 26 – Oct 18, 2024	Aug 26 – Oct 18, 2024	Sept 3 – Oct 4, 2024	Aug 5 – Aug 23, 2024	Sept 3 – Oct 18, 2024
	Action Item	<ul style="list-style-type: none"> <li>- Approve SLO goal</li> <li>- Review PDP</li> <li>- Conduct conference</li> </ul>	<ul style="list-style-type: none"> <li>- Review goal</li> <li>- Conduct conference</li> </ul>	<ul style="list-style-type: none"> <li>- Review principal / counselor goal</li> <li>- Conduct conference</li> </ul>	<ul style="list-style-type: none"> <li>- Review specific goal</li> <li>- Conduct conference</li> </ul>	<b>Check Point 1</b> <ul style="list-style-type: none"> <li>- Review focus indicators</li> <li>- Conduct conference</li> </ul>	<ul style="list-style-type: none"> <li>- Review employee goal(s)</li> <li>- Conduct conference</li> </ul>
PHASE 2 (MOY) Mid-Year Checkpoint/ Review	Dates	By Dec 20, 2024	Jan 21 – Feb 28, 2025	Jan 21 – Feb 28, 2025	Jan 13 – Feb 7, 2025	Oct 14 – 25, 2024	Jan 21 – Feb 28, 2025
	Action Item	<i>No Level, Unsat., Progressing I and II teachers:</i> Complete half of required spots, and extended observation  <i>All teachers:</i> Complete half of required spots  <b>By Jan 17, 2025</b>	Employee completes self-report	<ul style="list-style-type: none"> <li>- Employee completes self-review</li> <li>- Conduct mid-year Performance Evaluation Conference</li> <li>- Review Goal Progress</li> </ul>	<ul style="list-style-type: none"> <li>- Employee completes self-review</li> <li>- Conduct mid-year Performance Evaluation Conference</li> <li>- Review Goal Progress</li> </ul>	<b>Check Point 2</b> Employee completes self-review  <b>Jan 13 – Jan 31, 2025</b>	<ul style="list-style-type: none"> <li>- Employee completes self-review</li> <li>- Conduct mid-year Performance Evaluation Conference</li> <li>- Review Goal Progress</li> </ul>
		Complete half of required spots, an extended observation and early summative evaluation for: <ul style="list-style-type: none"> <li>- DTR Round 2 eligible teachers</li> </ul>	Appraiser conducts formal observation of librarian instruction	<ul style="list-style-type: none"> <li>- Review Goal Progress</li> </ul>	<ul style="list-style-type: none"> <li>- Review Goal Progress</li> </ul>	<b>Check Point 3</b> <ul style="list-style-type: none"> <li>- Conduct mid-year Performance Evaluation Conference</li> <li>- Review Goal Progress</li> </ul>	
PHASE 3 (EOY) Performance Evaluation, Goal Accomplishment, Conference	Dates	<b>April 10, 2025</b> (Extended) <b>April 24, 2025</b> (Summative)	May 5 – May 27, 2025	May 5 – Jun 20, 2025	May 19– Jun 6, 2025	May 19 – Jun 20, 2025	April 28 – Jun 20, 2025
	Action Item	<ul style="list-style-type: none"> <li>- Teachers submit SLO Goal Accomplishment by <b>May 15</b></li> <li>- Conduct &amp; Submit Extended Observation &amp; Conference by <b>April 10</b></li> <li>- Complete Summative Performance Evaluation &amp; Conference by <b>April 24</b></li> <li>- Summative Rebuttal window <b>April 28 – May 13</b></li> </ul>	Complete End-of-year Performance Evaluation & Conference	<ul style="list-style-type: none"> <li>- Counselor quantifies results of Goals</li> <li>- Review Goal results</li> <li>- Complete End-of-year Performance Evaluation &amp; Conference</li> </ul>	Complete End-of-year Performance Evaluation & Conference	<b>Check Point 4</b> Complete Summative Performance Evaluation & Conference	<ul style="list-style-type: none"> <li>- Rate evidence of Employee Performance aligned to Rubric Indicators (CMS Leadership Rubric)</li> <li>- Score Goal Accomplishment (CMS progress measure)</li> <li>- Conduct Conference</li> </ul>
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