

Texarkana Independent School District

2025-2026 Appraisal Timelines for Alternate Appraisals (other than T-TESS and T-PESS)



504 Specialist, Academic Advisor, Rdg/Tech Specialist, RTI Specialist, Homebound Teacher, THS Instructional Technology Specialist (ANNUAL)	
September 19, 2025	<ul style="list-style-type: none"> Teacher/Staff member will submit Self-Assessment Rubric Teacher/Staff member will submit Professional Goal and PD Plan
December 19, 2025	<ul style="list-style-type: none"> Appraiser schedule and conduct mid-year goal review with teacher/staff member by Dec. 19, 2025
May 8, 2026	<ul style="list-style-type: none"> Teacher/Staff member will submit any Artifacts/Evidence to Appraiser prior to end of year conference and no later than 5/8/2026
May 15, 2026	<ul style="list-style-type: none"> Appraiser will complete Summative Annual Appraisal no later than 5/15/2026 Appraiser will schedule Summative/End of Year Conference on or before 5/15/2026 <ul style="list-style-type: none"> Appraiser and teacher/staff member will discuss Summative Appraisal Appraiser will complete Mid-Year Goal Review and End of Year Goal Attainment Document Appraiser and teacher/staff member review current goals, discuss areas of reinforcement and refinement, and discuss potential 2026-27 Goals and Professional Development Plan Appraiser and teacher/staff member will electronically sign documents
May 22, 2026	<ul style="list-style-type: none"> Appraiser must submit completed appraisals to the Human Resources Department by 5/22/2026
504 Specialist, Academic Advisor, Rdg/Tech Specialist, RTI Specialist, Homebound Teacher, THS Instructional Technology Specialist (LESS THAN ANNUAL)	
September 19, 2025	<ul style="list-style-type: none"> Teacher/Staff member will submit Self-Assessment Rubric Teacher/Staff member will submit Professional Goal and PD Plan
December 19, 2025	<ul style="list-style-type: none"> Appraiser schedule and conduct mid-year goal review with teacher/staff member by Dec. 19, 2025
May 8, 2026	<ul style="list-style-type: none"> Teacher/Staff member will submit any Artifacts/Evidence to Appraiser prior to end of year conference and no later than 5/8/2026
May 15, 2026	<ul style="list-style-type: none"> Appraiser will schedule End of Year Conference and conduct End of Year Goal Attainment on or before 5/15/2026 <ul style="list-style-type: none"> Appraiser and teacher/staff member will review any artifacts/evidence submitted. Appraiser will complete Mid-Year Goal Review and End of Year Goal Attainment Document Appraiser and teacher/staff member review current goals, discuss areas of reinforcement and refinement, and discuss potential 2026-27 Goals and Professional Development Plan Appraiser and teacher/staff member will electronically sign documents
May 22, 2026	<ul style="list-style-type: none"> Appraiser must submit completed appraisals to the Human Resources Department by 5/22/2026

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Dyslexia Teacher, ESL Teacher, Interventionist, Teacher of Auditory Impaired, Teacher of Visually Impaired (ANNUAL)	
September 19, 2025	<ul style="list-style-type: none"> Teacher/Staff member will submit Self-Assessment Rubric Teacher/Staff member will submit Professional Goal and PD Plan
May 8, 2026	<ul style="list-style-type: none"> Appraiser will conduct formal walkthroughs during the fall and spring semester Teacher/Staff member will submit any Artifacts/Evidence to Appraiser prior to end of year conference and no later than 5/8/2026 Appraiser will complete EOY Goal Reflection and PD Plan
May 15, 2026	<ul style="list-style-type: none"> Appraiser will schedule Summative/End of Year Conference on or before 5/15/2026 <ul style="list-style-type: none"> Appraiser and teacher/staff member will discuss Summative Appraisal Appraiser and teacher/staff member review current goals, discuss areas of reinforcement and refinement, and discuss potential 2026-27 Goals and Professional Development Plan Appraiser and teacher/staff member will electronically sign documents
May 22, 2026	<ul style="list-style-type: none"> Appraiser must submit completed appraisals to the Human Resources Department by 5/22/2026
Dyslexia Teacher, ESL Teacher, Interventionist, Teacher of Auditory Impaired, Teacher of Visually Impaired (LESS THAN ANNUAL)	
September 19, 2025	<ul style="list-style-type: none"> Teacher/Staff member will submit Self-Assessment Rubric Teacher/Staff member will submit Professional Goal and PD Plan
May 8, 2026	<ul style="list-style-type: none"> Appraiser will conduct formal walkthroughs during the fall and spring semester Teacher/Staff member will submit any Artifacts/Evidence to Appraiser prior to end of year conference and no later than 5/8/2026
May 15, 2026	<ul style="list-style-type: none"> Appraiser will schedule End of Year Conference and conduct End of Year Goal Attainment on or before 5/15/2026 <ul style="list-style-type: none"> Appraiser and teacher/staff member will review any artifacts/evidence submitted. Appraiser will complete Mid-Year Goal Review and End of Year Goal Attainment Document Appraiser and teacher/staff member review current goals, discuss areas of reinforcement and refinement, and discuss potential 2026-27 Goals and Professional Development Plan Appraiser and teacher/staff member will electronically sign documents
May 22, 2026	<ul style="list-style-type: none"> Appraiser must submit completed appraisals to the Human Resources Department by 5/22/2026

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Instructional Coach Appraisal	
September 19, 2025	<ul style="list-style-type: none"> • Instructional Coach will submit Self-Assessment Rubric • Instructional Coach will submit Professional Goal and PD Plan
October 10, 2025	<ul style="list-style-type: none"> • Appraiser will schedule and conduct Goal Setting Conference
January 10, 2026	<ul style="list-style-type: none"> • Appraiser will schedule and conduct mid-year goal review with Instructional Coach
May 8, 2026	<ul style="list-style-type: none"> • Instructional Coach will submit any Artifacts/Evidence to Appraiser prior to end of year conference and no later than 5/8/2026
May 16, 2026	<ul style="list-style-type: none"> • Appraiser will schedule Summative/End of Year Conference on or before 5/16/2026 <ul style="list-style-type: none"> ○ Appraiser and Instructional Coach will discuss Summative Appraisal ○ Appraiser and Instructional Coach review current goals, discuss areas of reinforcement and refinement, and discuss potential 2026-27 Goals and Professional Development Plan ○ Appraiser and Instructional Coach will electronically sign documents
May 22, 2026	<ul style="list-style-type: none"> • Appraiser must submit completed appraisals to the Human Resources Department by 5/22/2026

Counselor (Determine which appraisal is being used?)	
September 19, 2025	<ul style="list-style-type: none"> • Counselor will submit Self-Assessment Rubric • Counselor will submit Professional Goal and PD Plan
October 10, 2025	<ul style="list-style-type: none"> • Appraiser will schedule and conduct Goal Setting Conference
January 10, 2026	<ul style="list-style-type: none"> • Appraiser will schedule and conduct mid-year goal review with Counselor
May 8, 2026	<ul style="list-style-type: none"> • Counselor will submit any Artifacts/Evidence to Appraiser prior to end of year conference and no later than 5/8/2026
May 16, 2026	<ul style="list-style-type: none"> • Appraiser will schedule Summative/End of Year Conference on or before 5/16/2026 <ul style="list-style-type: none"> ○ Appraiser and Counselor will discuss Summative Appraisal ○ Appraiser and Counselor review current goals, discuss areas of reinforcement and refinement, and discuss potential 2026-27 Goals and Professional Development Plan ○ Appraiser and Counselor will electronically sign documents
May 22, 2026	<ul style="list-style-type: none"> • Appraiser must submit completed appraisals to the Human Resources Department by 5/22/2026

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Paraprofessional and Auxiliary Appraisals

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| May 8, 2026 | <ul style="list-style-type: none">Appraiser will complete appraisals on or before May 9, 2026Appraiser will review all job descriptions with the employee and conduct a summary conference. |
| May 16, 2026 | <ul style="list-style-type: none">Appraiser and Appraisee will sign evaluation.Apprai |
| June 6, 2026 | <ul style="list-style-type: none">Appraiser must submit completed appraisals to the Human Resources Department by June 6, 2026 |

[Para-Professional Appraisal Form](#)

[Auxiliary Appraisal Form](#)

[Job Description Page](#)

Administrators and Professional Appraisals

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| June 12, 2026 | <ul style="list-style-type: none">Principals and Assistant Principals: T-PESS appraisals will be completed on or before June 12, 2026 as shown on the T-PESS Calendar.Appraiser and Appraisee will sign evaluation |
| June 26, 2026 | <ul style="list-style-type: none">Professional Staff: All professional staff appraisals will be complete by June 26, 2026Appraiser and Appraisee will sign evaluationAppraiser must submit completed appraisals and job description review form for all professional staff (Deputy Superintendent, Chief Officers, Executive Directors, Directors, Coordinators, Diagnosticians, etc.) to the Human Resources Department by June 26, 2026 |

[Professional Appraisal Form](#)

[Job Description Page](#)

[Human Resources Website Page with Appraisal Forms](#)