



Human Resources Department
Texas Teacher Evaluation and Support System (T-TESS)
2024-2025
Appraisal Calendar

Due Date	Action	Person Responsible	Required Document(s)
August 23, 2024	Teacher Orientation ~ No later than the final day of the first three weeks of instruction and two weeks before first observation.	District and Campus Administrators	Training Material
August 30, 2024	Submission of Goal Setting and Professional Development	Appraisers	Eduphoria
September 09, 2024	Formal Observations Begin for All Teachers ~ A pre-observation conference must be held prior to a formal observation. ~ A post conference must be completed at least 10 days after a formal observation.	Appraiser	T-TESS Observation Rubric in Eduphoria (Domains 1-3)
September - April	Artifacts and evidence is to be shared with appraiser at least 10 days prior to summative conference	Teacher	Upload artifacts to Eduphoria
December 13, 2024	All first-year teachers, teachers new to the district, teachers on probationary contracts shall be evaluated during the first semester of employment.	Appraiser	Eduphoria
January 24, 2025	Contractual difference information due to HR. Information regarding possible terminations or non-renewals for the upcoming school year	District and Campus Administrators	Evaluations and/or other deemed appropriate
May 1, 2025	End of Year Summative Conferences and Appraisal Reports	Appraiser- Complete forms	Summative Scores for Domains 1-3, Data and Evidence for Domain 4,
May 23, 2025	Final conferences to review Student Growth Performance & Goals. Summative evaluation signed.	Appraiser & Teacher- Sign Forms	Student Performance Results, Goals
May 2-23, 2025	Last 15 full days of instruction to be utilized for requested second appraisals ONLY . ~ A teacher who requested a second observation within ten working days after the observation post conference and was entitled to another observation by a different appraiser.	Assigned Appraisers	Rubric if needed

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Continued

Dates that formal T-TESS observations <u>shall not be conducted</u>:	
August 12 – 30, 2024	First three weeks of instruction
Aug. 30 – Sept. 3, 2024	Labor Day
October 9 – 15, 2024	October Mini Break
Nov. 21 – Dec. 02, 2024	Thanksgiving Holiday
Dec. 19, 2024 - Jan. 8, 2025	Christmas Holiday
Feb. 5 – 11, 2025	February Mini Break
March 6 - 17, 2025	Spring Break
April 17 - 22, 2025	Easter Holiday
May 23, 2025	Memorial Day

Reminders:

- Walkthroughs may be conducted, and cumulative data may be obtained on any day and at any time throughout the school year.
- Any documentation that would affect a teacher's score shall be shared with the teacher within 10 working days.
- A summative conference shall be conducted to advise the teacher of any change in the final observation score.
- Observation period shall exclude days scheduled for end-of-semester or end-of-year examinations, STAAR, EOC, or other standardized tests, on the last day of instruction **before** any official school holiday, and on the first day of instruction **after** a holiday.
- **All teachers included in subjects and grades identified in the TIA application will be evaluated.**
- ✓ Teacher Summative Annual Appraisal Reports shall be completed in Eduphoria (do not submit printed copies to the Human Resources Department)
- ✓ *The implementation of T-TESS represents a commitment to continuous improvement. As a result, a professional growth plan shall be developed for all teachers.*
- ✓ For a complete reference guide, please refer to www.teachfortexas.org
- ✓ See [DNA Local Board Policy](#) for Evaluation of Teachers

San Benito Schools - A Consolidated Independent School District

It is the policy of the San Benito CISD not to discriminate on the basis of race, color, national origin, gender or disability in its educational and Career and technology programs, services or activities as required by Title VI of the Civil Rights Act of 1964.