

PERFORMANCE APPRAISAL
EVALUATION OF TEACHERS

DNA
EXHIBIT A

LOCAL DECISION POINTS	EMS ISD GUIDELINES
Certified Appraisers	- Principals and Assistant Principals - Trained and certified Central Office staff serve as second appraisers as needed, submitted to the Board for approval. - Updated training certificates for T-TESS appraisers are due to Human Resources no later than August 1 of each year. - For newly hired administrators who have not been T-TESS trained, the training certificate is due to HR within one (1) week of completion of the required T-TESS appraiser training session.
Who to Appraise	- Appraise every teacher, interventionist, specialist, and SpEd teacher who design and deliver instruction. See <i>T-TESS Appraised</i> list. - Other categories will be assessed with alternate appraisal.
Appraisal Process Steps and Required Timelines	- Online Teacher Orientation will be presented annually. - Teacher data analysis and goal formation discussed at Professional and Student Goal-Setting Conference with appraiser by last business day in September. - Goal-Setting Form, Part I, due by last business day in September. - Walk-throughs, minimum of 1 each semester. - Observation Pre-Conference, recommended, within two weeks of observation. - Formal Observation during observation window. See <i>Appraisal Calendar</i>. - Observation Post-Conference to discuss Domains I-III within 10 business days of observation; set reinforcement/refinement goals - Formative assessments throughout year to check progress on teachers' goals and status of needed professional development. - Teachers complete Goal Reflection and provide supporting documentation for the scoring of Domain IV prior to EOY Conference. - End-of-Year Conference no later than the 25th business day before the last day of instruction. - Summative Annual Appraisal Report shared through Eduphoria after Domain IV is scored; released within 10 business days after EOY Conference but no later than the 15th day before the last day of instruction.
Teacher Orientation	- T-TESS orientation must occur within the first three weeks of school and at least two weeks before the first observation for staff new to the District and/or T-TESS. - Online T-TESS update required for all staff annually. - Principal ensures that online training of late hires occurs within three weeks of employment date and at least two weeks prior to the first observation. Half-day TBA
Goal-Setting Conferences	- Teachers notified of windows available for goal-setting conferences. See <i>District T-TESS Appraisal Calendar</i>. - Allow teachers to schedule conferences within window. - All conferences must be completed by last business day in September. - Discuss Part I of Goals form: Data Analysis and Goal-Setting - Appraiser probes for rationale and offers any suggestions for improvement. - Discuss connections to District curricular goals. - Discuss and answer any questions about timeline or professional learning suggestions. - Ongoing revision of goals as needed. - For a teacher in the first year of appraisal under T-TESS or for teachers new to the district, a Goal-Setting conference is required prior to submitting Part I of the plan to the appraiser.

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Student Learning Objectives - SLOs	- Tracking and measuring student growth is a required part of T-TESS appraisal system. - Teachers shall set SLOs that focus on a foundational student skill for which they will monitor progress throughout the year. - Teachers will receive training from campus administrators at the beginning of the school year.
Goal-Setting Form Use only the district-approved T-TESS Teacher Self-Assessment and Goal Setting form in <i>STRIVE</i> .	- Teachers set a minimum of one professional goal. - Part I of Goal-Setting form: Data Analysis and Goal-Setting - Complete by last business day in September. Late hires have up to six weeks from date of T-TESS orientation to complete. - The Goal-Setting form will be due by the last business day in September for returning teachers; late hires will hold the Goal-Setting Conference and will complete the Goal-Setting form, part I, within 6 weeks of orientation.
Pre-Conferences	- Pre-Observation Conferences prior to formal observation are not required unless the observation is scheduled by date and time. - Guiding questions should: - Clarify lesson design and expectations. - Address pertinent background information about unit and lesson, as well as students in class. - Prompt teacher to reflect on the observation rubric and how the lesson may be rated as it is designed.
Observations Use only the district-approved T-TESS Observation Rubric form in <i>STRIVE</i> .	- One formal observation: unscheduled but within a designated observation window as defined in the district <i>T-TESS Appraisal Calendar</i> 45-minute minimum; full lesson recommended - Score Domains I-III. - By written, mutual consent, may be conducted in shorter segments of not less than 15 minutes each. Segments must aggregate to a minimum of 45 minutes. - Pre-Conference recommended within two weeks prior to observation; Post-Conference required within 10 days of observation. - Teachers new to the campus, or who are on probationary contracts, must have their formal observation during the first semester. Others may have their formal observation either first or second semester. - Pre- and Post-Conferences serve as informal conversations focused on goals/growth. - A teacher may submit a written response or rebuttal within 10 business days of receiving a written observation summary, a written summative annual appraisal report, or any other written documentation associated with the teacher's appraisal.
Post-Conferences Use only the district-approved T-TESS Observation Rubric form in <i>STRIVE</i> .	- Post-Conference must be held within 10 business days. - Follow Post-Conference Cycle (<u>Introduction</u>: greeting, review, general impression questions; <u>Reinforcement</u>: dimension, questions, evidence; <u>Refinement</u>: dimension, questions, evidence, recommendations; <u>Review written report of ratings</u> in Domains I-III.) - Reinforcement and Refinement goals set after observation and included on Observation Report. - Administrator pre-selects Reinforcement and Refinement area, based on the lesson evidence, from a T-TESS Dimension and/or Descriptors. - Obtain electronic signature on Eduphoria! <i>STRIVE</i> form.

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Informal Observations/Walk-throughs Use only the district-approved T-TESS Walk-through form found in <i>STRIVE</i>.	• A minimum of two walk-throughs – at least one during each of the two semesters (min. of 10 minutes each) is required for each teacher appraised by T-TESS. (Teachers on T-TESS waiver have a minimum of one required walk-through in the fall.) • Additional walk-throughs will be conducted as necessary and priority for these additional walk-throughs will be given to inexperienced/probationary teachers or experienced teachers with identified areas of deficiency. • Use walk-through forms available in Eduphoria! <i>STRIVE</i>. • Feedback from appraiser is required as part of the walk-through process.
Less-Than-Annual Observations (Refer to Exhibit B)	• To be eligible for less-than-annual observations under T-TESS, a teacher shall: ◦ Be employed on a term or continuing contract (not probationary). ◦ Be SBEC certified and teaching in area of certification. ◦ Have been employed as a teacher in EMS ISD for at least three (3) full school years. ◦ Have earned summative ratings of at least “Proficient” in all T-TESS dimensions on the most recent full summative appraisal; and ◦ Not have a Growth Plan in place at any time during the present school year. ◦ Sign teacher T-TESS waiver. (Exhibit B) • Eligible teachers, in the years they are not scheduled for a formal observation and post-conference, must still: ◦ Participate in the goal setting/self-assessment conference. ◦ Engage in the Student Learning Objective (S.L.O.) process. ◦ Have a minimum of one walk-through in the fall semester; and ◦ Participate in the End-of-Year Summative Conference. • Frequency: ◦ A teacher who qualifies for less-than-annual observations shall be scheduled for a complete T-TESS appraisal every third year. The teacher and principal must mutually agree in writing that all criteria have been met to be observed less frequently. (Exhibit B) ◦ In a school year in which a teacher is not scheduled for an observation, either the teacher or the appraiser may request that an observation be conducted by providing written notice to the other party. In addition, an appraiser may place a teacher on a traditional appraisal cycle as a result of documented performance deficiencies. The decision to return a teacher to a traditional appraisal cycle may not be appealed beyond the campus principal.
End-of-Year Summative Conference Use only the district-approved T-TESS Summative form in <i>STRIVE</i>.	• Part II of Goal-Setting form: Goal Reflection – completed and shared with the teacher’s appraiser prior to the End-of-Year Conference • EOY Conference required 25 business days before the last day of instruction. See <i>Appraisal Calendar</i>. • Domain IV on Professional Practices and Responsibilities will be discussed, based upon the evidence presented by the teacher, before final ratings issued. Score based upon goal-setting process, formative reviews, and end-of-year conversation. • Outcomes of the teacher-developed Student Learning Objectives will be reviewed as well as the plan for refinement for the next year.

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	• Next year's goal(s) will be determined, and Professional Development opportunities reviewed. • Rating received in each of the dimensions – no overall score. • Written summative annual report shall be completed after the EOY Conference and shared with the teacher through Eduphoria! <i>STRIVE</i> within 10 business days following the end-of-year conference but no later than 15 business days before the last day of instruction. • A modified End-of-Year Conference for those teachers in the years they do not receive the complete T-TESS appraisal shall address: ○ Progress on the Goal Setting/Professional Development Plan process; ○ Performance of teachers' students using SLO student data; and ○ The following year's Goal-Setting and Professional Development Plan.
Second Appraisals	• All requests for second appraisals shall be forwarded to the Director of Elementary Staffing or the Director of Secondary Staffing. • A teacher may request a second T-TESS appraisal within 10 business days: ○ For Domains I, II, and III after receiving a written observation summary with which a teacher disagrees. ○ For Domain IV after receiving a written summative annual appraisal report with which a teacher disagrees. • Second appraiser is chosen from a Board-approved list of certified appraisers. • Second appraisals shall be unscheduled. There is no timeline for conducting a second appraisal but should be accomplished as soon as possible after request is received. • Second appraiser has 10 business days from date of observation to complete observation report and conduct the Observation Post-Conference. • Campus appraiser and second appraiser arrive at a consensus on final ratings in each dimension based upon the preponderance of collective evidence gathered by both.
Late Hires and for any employee new to T-TESS	• T-Tess Orientation shall be conducted online. • Orientation is provided to new teachers no later than 3 weeks after employment date and at least 2 weeks before the first observation. • Goal setting meeting with administrator to be held within 6 weeks from the day of completion of the orientation. • Goal-setting form, Part I, is due within 6 weeks from the day of completion of the orientation.

For T-TESS resources, please visit <https://teachfortexas.org>