

PERFORMANCE APPRAISAL
EVALUATION OF CAMPUS ADMINISTRATORS

DNB
EXHIBIT

LOCAL DECISION POINTS	EMS ISD GUIDELINES
Who is T-PESS appraised?	- All campus principals shall be appraised annually by District-designated Central Office administrators. - All campus assistant principals shall be appraised annually by their principals.
Certified Appraisers	- Appraisers must be certified by having satisfactorily completed the state-approved T-PESS training. - Training certificates for administrative appraisers who are new to T-PESS are due to Human Resources within one (1) week of completion of the required T-PESS appraiser training session. - Periodic re-certification for appraisers may be required as per T-PESS rules.
Appraisal Process Steps and Timelines	- Orientation for administrators prior to or in conjunction with the Pre-Evaluation Conference - Appraisal calendar distributed to administrators prior to the Pre-Evaluation Conference - Pre-Evaluation Conference held during the first two months of school in conjunction with RISE goal-formation meetings - Goal(s) submitted to appraiser no later than the last business day in October - Mid-Year Conference held between Dec. 1 and Feb. 1 - End-of-Year Performance Conference held prior to June 30 - Written annual summative appraisal report to be provided to the administrator after the conclusion of the end-of-year conference
T-PESS Training	- Assistant principals receive T-PESS orientation from district designee prior to or in conjunction with the Pre-Evaluation Conference but no later than last business day in August (using District-designated resource). - Late hires receive orientation either prior to or in conjunction with the Pre-Evaluation Conference when the principal/assistant principal is new to the District, new to T-PESS, or District policy on appraisals has changed.
Self-Assessment and Goal-Setting	- Each principal and assistant principal shall be evaluated on the attainment and progress towards at least one goal aligned to the campus improvement plan and District priorities. - Campus administrators set a minimum of one appraiser-approved professional goal during Pre-Evaluation Conference. At least one goal shall be focused on the improvement of the principal's practice, as captured in the T-PESS rubric indicators and descriptors.
Goal-Setting Meetings	- District and campus T-PESS appraisers will notify principals and assistant principals, respectively, of the window for goal-setting during the first two months of school and schedule meetings accordingly. - All goal-setting meetings complete by last business day in October - Discuss Goals: - 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.

PERFORMANCE APPRAISAL
EVALUATION OF CAMPUS ADMINISTRATORS

DNB
EXHIBIT

Pre-Evaluation Conference	• An appraisal calendar will be given to the principal/assistant principal prior to the Pre-Evaluation Conference. • The Pre-Evaluation Conference will be held within the first six weeks of the school year. • The administrator will submit his or her goals to their respective appraiser no later than the last business day in October. • Following the pre-evaluation conference, the principal/assistant principal will submit final goals to the appraiser no later than the last business day in October.
Mid-Year Conference	• Held to determine and discuss progress toward the attainment of goals (scheduled between Dec. 1 and Feb. 1).
Campus Observations	• A minimum of two campus visits by district appraiser – at least one during each of the two semesters. • Assistant principals are assessed on an ongoing basis by their campus principal.
Collecting and Maintaining Evidence	• Appraiser may collect scripted evidence according to personal style (by hand or electronically) • Evidence will be categorized on observation form within Eduphoria! <i>STRIVE</i>.
End-of-Year Conference	• Must be held prior to June 30 • Review data, evidence, and artifacts related to the administrator's performance on the 21 indicators of T-PESS rubric and the attainment of goals. • Identify potential goals and professional development activities for next school year. • Summative annual report shall be placed in the administrator's personnel file by the end of the appraisal period (no later than June 30).
Rating - Attainment of Goals	• Principals and Assistant Principals shall be rated on the attainment of goals.
Summative Annual Report	• Forms available in Eduphoria! <i>STRIVE</i>. • Separate rating per indicator; no overall rating • Due to HR no later than June 30