Human Resources
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GISD T-TESS Administrative Regulations 2026-2027

T-TESS Overview

The purpose of this manual is to ensure a fair, consistent, and transparent appraisal process that promotes teacher growth and professional excellence. T-TESS focuses on continuous improvement through collaboration, feedback, and reflection.

The recommended teacher evaluation system emphasizes annual evaluations, including informal observations, walk-throughs, and at least one formal observation. Appraisers and participants should create a collaborative school culture that promotes feedback and professional growth.

Qualified appraisers can include administrators and district staff. All must undergo certification training and pass an online test to demonstrate proficiency.

While only one formal observation is mandated, multiple observations are encouraged. Prior to announced observations, appraisers will hold a pre-conference with teachers to discuss lesson context. After observations, teachers receive feedback in a post-conference, highlighting strengths and areas for improvement.

The Texas Teacher Evaluation and Support System (T-TESS) observation cycle consists of three main components:

- Pre-conference
- Observation
- Post-conference

During the observation, appraisers gather detailed, strategically scripted evidence, which is analyzed using the T-TESS rubric's dimensions and descriptors to assess teacher performance. Each part of this cycle plays a crucial role in supporting teachers effectively. To access the evaluation system's guidelines, evaluation process, rubric training, and calibration resources, please refer to the T-TESS website, Teach for Texas.

Teacher Response and Appeals

A teacher may submit a written response, evidence, or argument to challenge, contradict, or disprove the evidence or claims at any of the following times:

a. After receiving a written observation summary or any other written documentation associated with the teacher's appraisal; and/or

b. After receiving a written summative annual appraisal report. §150.1005 (a)

Any written response or rebuttal must be submitted within ten (10) business days of receiving a written observation summary, a written end-of-year annual report, or any other documentation associated with the teacher's appraisal §150.100 (b).

Second Appraisal

A teacher may request a second appraisal by another certified appraiser at the following times:

For Domain I or Alternate Domain I, Domain II, and Domain III, after receiving a written observation summary with which the teacher disagrees; *or*
For Domain IV and for the performance of teachers' students, as defined in 19 Administrative Code 150.1001(f)(2), after receiving a written summative annual appraisal report with which the teacher disagrees.

NOTE: A teacher may not request a second appraisal by another certified appraiser in response to a written summative annual appraisal report for the ratings of dimensions in Domains I, II, and III if those ratings are based entirely on observation summaries or written documentation already received by the teacher earlier in the appraisal year for which the teacher already had the opportunity to request a second appraisal.

The following procedures must be adhered to when requesting a second appraisal:

1. The teacher must request in writing for a second appraisal within ten (10) business days of receiving the written observation summary, to Human Resources at HR@georgetownisd.org
2. Within ten (10) business days after receiving the written request, Human Resources will assign a certified second appraiser from another campus or from a district department and communicate that assignment with the requesting teacher.
3. The second appraiser conducts announced or unannounced formal observation(s) and walkthroughs as necessary.
4. The second appraiser uses goal-setting documents and cumulative data to evaluate Domain IV (if applicable).

Factors for choosing second appraisers will be based on, but not limited to, T-TESS experience, content knowledge, and grade level experience. The original appraisal will count 50% and a teacher-requested second appraisal will count 50%.

If the teacher's T-TESS concerns are not met through the second appraisal process, then the employee will follow the DGBA (Local) grievance process.

Rating the Appraisal

Remain Independent - The first and second appraisers shall remain independent throughout the process. The primary appraisal ratings are not provided to the second appraiser; the second appraiser may conduct walkthroughs and observations as necessary to independently provide a second appraisal.

Rate Each Domain - Each appraiser independently rates all domains, as necessary, and independently shares the appraisal ratings and evidence with the teacher at a conference. The second appraisal report is shared with HR and uploaded as Evidence in Strive, accessible by the teacher and the primary appraiser.

Share Average - The primary appraiser averages the two observations for the combined scoring. The average of these two scores shall be used to determine the rating for each domain for the combined written summative annual appraisal report. The primary appraiser shall conduct the end-of-year conference for the combined summative report.

Record Archived - The final appraisal record is archived in STRIVE.

Averaging The Ratings

The original appraisal will count 50%, and a teacher-requested second appraisal will count 50%. The subsequent two scenarios are designed to illustrate the application of averaging ratings from the first appraiser and the second appraiser.

First Appraiser example

Domain 3 Learning Environment

Domain 3.1 Classroom Environment, Routines and Procedures: The teacher organizes a safe, accessible, and efficient classroom.

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DISTINGUISHED	ACCOMPLISHED	PROFICIENT	DEVELOPING	IMPROVEMENT NEEDED
5pts	4pts	3pts	2pts	1pt

Domain 3.2 Managing Student Behavior: The teacher establishes, communicates, and maintains clear expectations for student behavior.

		✔		
DISTINGUISHED	ACCOMPLISHED	PROFICIENT	DEVELOPING	IMPROVEMENT NEEDED
5pts	4pts	3pts	2pts	1pt

Domain 3.3 Classroom Culture: The teacher leads a mutually respectful and collaborative class of actively engaged learners.

			✔	
DISTINGUISHED	ACCOMPLISHED	PROFICIENT	DEVELOPING	IMPROVEMENT NEEDED
5pts	4pts	3pts	2pts	1pt

Second Appraiser example

Domain 3.1 Classroom Environment, Routines and Procedures: The teacher organizes a safe, accessible, and efficient classroom.

				✔
DISTINGUISHED	ACCOMPLISHED	PROFICIENT	DEVELOPING	IMPROVEMENT NEEDED
5pts	4pts	3pts	2pts	1pt

Domain 3.2 Managing Student Behavior: The teacher establishes, communicates and maintains clear expectations for student behavior.

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DISTINGUISHED	ACCOMPLISHED	PROFICIENT	DEVELOPING	IMPROVEMENT NEEDED
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		✔		
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5pts	4pts	3pts	2pts	1pt

First and Second Appraiser Average Example:

	Domain 3.1	**Domain 3.2**	**Domain 3.3**
Appraiser 1	3pts	3pts	2pts
Appraiser 2	1pt	2pt	3pts
Total Points	4pts	5pts	5pts
Avg (Total/2)	**2pts**	**2.5pts***	**2.5pts***
Final Combined Ratings	**Developing**	**Proficient**	**Proficient**

***.5 points will be rounded up to the nearest whole number**

Teacher Incentive Allotment

T-TESS rating for the purpose of determining designations for Teacher Incentive Allotment will be based on the Final Combined Ratings of Domains 2 and 3, as calculated above, on the summative appraisal

Teacher Request for Second Appraisal

To: GISD Human Resources

From:

Date:

Grade Level/Content Area:

Campus:

I am requesting that a second appraiser from outside my current campus be assigned to conduct a second formal observation.

My post-observation was held on: (Date)

My first appraiser was: (Name)

_____ (initial) This request for a second appraisal is being submitted within ten (10) working days following my receipt of the written summary of my post-observation conference per Board policy DNA (Legal).

_____ (initial) I understand that if my request is approved the district will assign a second appraiser from a list of certified appraisers.

_____ (initial) I acknowledge that the second appraiser may or may not provide advance notice of walkthroughs and observations as part of an approved second appraisal.

Signature: _____ Date: _____

Send Teacher Request for Second Appraisal via school mail or email to:

Georgetown ISD Human Resources

507 E. University Blvd.

Georgetown, TX 78626

HR@georgetownisd.org