

# Arlington Independent School District

## T-PESS Calendar 2018-2019

APPRAISAL ACTIVITIES	DATES
Deadline for T-PESS orientation	September 14, 2018
Deadline for Self-Assessment & Goal Setting 	October 1, 2018
Appraiser may begin pre-evaluation conferences (Appraiser completes Conference Acknowledgement) 	October 1, 2018
Deadline to approve goals 	November 2, 2018
Deadline for completion of pre-evaluation conference	November 2, 2018
Appraiser may begin mid-year progress meetings (Complete Goal Progress Document) 	February 4, 2019
Deadline for completion of mid-year progress meetings	March 4, 2019
Appraiser uploads Consolidated Performance & Self-Assessment (Must be submitted two weeks prior to EOY meeting) 	April 15, 2019
Appraiser deadline for uploading Consolidated Performance Assessment	May 1, 2019
Appraiser may begin EOY performance discussions (Complete Goal Attainment & Final Evaluation) 	May 1, 2019
Deadline for completion of EOY performance discussions (Appraiser marks goals "Complete") 	June 21, 2019
All T-PESS appraisal tasks must be finalized on or before this date	June 28, 2019

\*Symbols indicate required action in Eduphoria Strive

## 2018-2019 Appraisal Procedures

<b>Appraisers</b>	<ul style="list-style-type: none"> <li>• Area Superintendents &amp; Campus Principals</li> <li>• Prior to conducting appraisals, administrators new to T-PESS must receive training by a TEA-approved training provider (ESC).</li> </ul>
<b>Step 1: Orientation</b>	<p>Each school year, districts will conduct an orientation for all Campus Administrators on T-PESS. At this orientation, each Campus Administrator will receive a complete set of materials outlining the evaluation process, expectations for participation, an explanation of the timeline, and ways performance will be measured. Each Campus Administrator should become thoroughly familiar with T-PESS and all of the materials associated with it, including definitions and forms.</p>
<b>Step 2: Self-Assessment &amp; Goal Setting</b>	<p>Campus Administrators will complete a Self-assessment using the T-PESS Rubric. This Self-assessment provides the opportunity for Campus Administrators to reflect on their ability to fulfill the responsibilities of leadership according to the Texas Principal Administrator Standards. In addition, the Self-assessment provides the opportunity to reflect on the challenges presented in part by Campus Improvement Plans and how Campus leadership will best serve to address those challenges. Furthermore, the Self-assessment will serve as the basis for establishing professional growth goals. Performance goals can be focused on specific leadership behaviors that are intended to improve Campus Administrator practice. Performance goals can also be aligned with campus improvement priorities.</p>
<b>Step 3: Pre-Evaluation Conference</b>	<p>The Pre-evaluation Conference provides the opportunity for the appraiser and the Campus Administrator to discuss several critical topics including the Campus Administrator's completed self-assessment and 1-3 goals aligned to the Campus Improvement Plans and to district priorities. The appraiser should also be able to pre-assess the Campus Administrator using the T-PESS rubric, considering the current context of the school, community, and Campus Administrator performance. Campus Administrators will meet individually with the appraiser to discuss the results of the Self-assessment and the appraiser's ratings of the Campus Administrator; establish performance goal(s); and discuss what artifacts and evidence the Campus Administrator and appraiser believe are critical to understanding and fairly appraising the Campus Administrator's performance. The Campus Administrator and appraiser will agree on the data, evidence, and documentation applicable to the Campus Administrator's goals.</p> <ul style="list-style-type: none"> <li>• Data Collection: The Campus Administrator will collect the data agreed upon. These data may include the artifacts listed for each standard on the rubric; feedback from parents, students, and the school community; documentation of professional development completed during the year; and other data to document achievement of performance goals. The Pre-evaluation Conference is not intended to determine final performance ratings of the Campus Administrator, but to have an honest dialog about performance improvement, leadership effectiveness, and strategies to improve school productivity and student outcomes.</li> </ul>

<p><b>Step 4: Mid-Year Progress Meeting</b></p>	<p>Campus Administrators will meet individually with the appraiser to discuss the Campus Administrator’s progress toward achieving his or her performance goal(s). This Mid-year Progress Meeting will focus on the status of goal attainment and mid-year adjustments to action plans that must be made in order to achieve goals by the end of the school year. This meeting should also include a review of the Evaluation Rubric and should result in completion of the Mid-Year Progress Form. As a result of this discussion, every Campus Administrator should have a clear understanding of his or her performance trajectory, final effectiveness ratings, and likelihood of accomplishing goal(s).</p>
<p><b>Step 5: Consolidated Performance Assessment</b></p>	<p>The Campus Administrator will synthesize data (artifacts and evidence) as specified in his/her performance improvement goals. In addition, Campus Administrators may collect additional information obtained throughout the evaluation cycle in order to prepare a Consolidated Performance Assessment or comprehensive view of their performance throughout the year. This brief summary is not intended as a portfolio but should be a concise review of artifacts, evidence, and information used in consideration to evaluate performance. The Consolidated Performance Assessment should be provided to the appraiser in advance of the performance discussion, at which final performance ratings will be discussed.</p>
<p><b>Step 6: End of Year Performance Discussion</b></p>	<p>The Campus Administrator and appraiser will meet to discuss completing the evaluation process. They will discuss the Consolidated Performance Assessment information and the Campus Administrator’s attainment of his or her performance goals and any additional information that would assist in more accurate and fair summary ratings. The appraiser should prepare in advance of the meeting. Should additional information be needed for the discussion, the Campus Administrator will have ample opportunity to make the information available. If time permits and the appraiser and Campus Administrator agree on the final performance ratings and goals are attained, then Step 7 may be completed at this time.</p>
<p><b>Step 7: Final Evaluation &amp; Goal Setting</b></p>	<p>Providing final ratings and goal attainment were not completed during the Step 6: End-of-year Performance Discussion, the appraiser will schedule the Final Evaluation and Goal Setting Meeting. At this meeting, the appraiser and the Campus Administrator will review and discuss any additional information that may be relevant to fairly and accurately assign final performance ratings, draft performance goals, and discuss recommendations and support for performance improvement for the subsequent year based on the current year results. The appraiser and Campus Administrator will then sign and submit all required forms to complete the evaluation process.</p>
<p><b>Resources</b></p>	<p><a href="https://tpess.org/appraisers/">https://tpess.org/appraisers/</a></p>