







# Arlington Independent School District

## T-TESS Calendar 2018-2019






| APPRAISAL ACTIVITIES  | DATES   |
|---|---|
| <b>Deadline for new-hire training and annual T-TESS orientation</b><br>(Late hires complete training/procedure review within 3 weeks of start date)   | August 17, 2018   |
| <b>Deadline to acknowledge T-TESS orientation</b>    | August 17, 2018   |
| <b>Formal observations begin</b>  | September 11, 2018  |
| <b>Deadline for professional goal(s), SLO &amp; Initial Skill Profile</b> <br>(Conference required for a teacher in the first year of appraisal under the T-TESS or for teachers new to the district) | October 1, 2018   |
| <b>Deadline to approve goals</b>   | October 5, 2018   |
| <b>Deadline for completion of formal observation of <i>probationary</i> teachers</b>  | November 30, 2018   |
| <b>EOY conferences may begin</b>  | March 4, 2019   |
| <b>Appraisee uploads evidence toward goal attainment</b> <br>(must be submitted prior to EOY meeting)  |   |
| <b>Deadline for completion of formal observations</b> (Except late-hires)   | March 22, 2019  |
| <b>Deadline for completion of EOY conferences</b>   | April 26, 2019  |
| <b>Written Summative Report completed <i>after</i> EOY conference</b>   | Released to teachers within ten (10) days <i>after</i> conference |
| <b>Final date to release Summative Report</b>   | May 10, 2019  |
| <b>Appraisee marks current year's goals as complete</b>    | May 10, 2019  |
| <b>All appraisal process tasks must be finalized on or before this date</b>   | May 31, 2019  |

**Formal T-TESS observations may not be conducted on the following days:**

- During the two weeks following the day of completion of T-TESS orientation
- During administration of standardized tests
- On the days before and after a school holiday:
  - August 31 & September 4
  - October 5 & 9
  - November 16 & 26
  - December 19 & January 8
  - January 18 & 22
  - February 15 & 19
  - March 8 & 18
  - April 18 & 22
  - May 24 & 28

\*Symbols indicate required action in Eduphoria Strive

## AISD Texas Teacher Evaluation and Support System (T-TESS) 2018-2019 Appraisal Procedures

|                             |  |
|-----------------------------|--|
| <b>Certified Appraisers</b> | <ul style="list-style-type: none"> <li>Principals, Assistant Principals and Identified Coordinators &amp; Deans (Secondary Level)</li> <li>Appraisers must be School Board approved annually prior to conducting T-TESS appraisals</li> <li>Prior to conducting appraisals, new-hire administrators are required to contact the Director of Employee Relations regarding T-TESS certification and Board approval</li> </ul>  |
| <b>Teacher Training</b>     | <ul style="list-style-type: none"> <li>Week of August 13, 2018: Principal-led review of T-TESS policy, procedures, calendar &amp; Student Learning Objective (SLO) process</li> <li>Teachers acknowledge orientation in Strive by clicking the icon </li> <li>Teachers new to the profession or who've never been trained in T-TESS participate in the <i>T-TESS Orientation Canvas Course for New Teachers</i></li> <li>Principal monitors completion of training</li> </ul>   |
| <b>Goals</b>                | <ul style="list-style-type: none"> <li>Teachers set up goals &amp; skill profile in Strive (Minimum: One Professional &amp; One SLO)</li> <li>For a teacher in the first year of appraisal under the T-TESS or for teachers new to the district, a Goal-Setting and Professional Development Plan conference is required</li> <li>After the submission and review of goals, the appraiser accepts goals by clicking the "Approve" button in Strive </li> <li>Each six weeks, teachers upload evidence, (Student Growth Tracker, etc.) toward goal attainment through the "Add Evidence" button in Strive </li> <li>The appraiser monitors &amp; discusses uploaded evidence and goal progress with the teacher throughout the year</li> </ul>      |
| <b>Pre Conferences</b>      | <ul style="list-style-type: none"> <li>Pre-conference is required for formal observation</li> <li>The teacher and/or the appraiser should generate guiding pre-conference documents by clicking on the icon in Strive </li> </ul>   |
| <b>Observations</b>         | <ul style="list-style-type: none"> <li>All teachers must receive one (1) formal 45-minute formal observation</li> <li>By written, mutual consent of the teacher and the certified appraiser, the required minimum of 45 minutes of observation may be conducted in shorter time segments</li> <li>Schedule limitations:             <ul style="list-style-type: none"> <li>During two weeks following the day of completion of the T-TESS orientation</li> <li>During administration of standardized tests</li> <li>On the days before and after a school holiday</li> </ul> </li> <li>Second observations:             <ul style="list-style-type: none"> <li>All requests for second observations must be made in writing, via teacher AISD email account, to the campus principal and Director of Human Resources, Employee Relations within ten (10) working days after the post conference</li> </ul> </li> </ul> |
| <b>Post Conferences</b>     | <ul style="list-style-type: none"> <li>Prior to post-conference, the teacher and/or the appraiser should generate guiding post-conference documents by clicking on the icon in Strive </li> <li>Formal observation is reviewed during post-conference, and ratings are presented to the teacher <i>after</i> the post-conference</li> <li>Post-conference and signatures required within five (5) working days after observation</li> <li>During post-conference appraisers also review/discuss student progress toward SLO, teacher professional goal progress, and professional learning aligned with goals</li> </ul>  |

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|                                   |   |
|-----------------------------------|---|
| Walk-Throughs                     | <ul style="list-style-type: none"> <li>• May begin immediately after orientation and continue until the last day of instruction</li> <li>• Shall be conducted on all teachers and may focus on areas of refinement and reinforcement, as well as identified goals</li> <li>• Should be used to monitor and support teacher goals with feedback meetings provided by the appraiser as needed</li> <li>• Walk-through data impacting a teacher’s summative appraisal report, shall be shared with the teacher within ten (10) working days after the walk-through</li> </ul>  |
| Collecting & Maintaining Evidence | <ul style="list-style-type: none"> <li>• Appraiser may collect scripted evidence according to personal style (by hand or electronically)</li> <li>• No audio or video recording shall be used for purposes of T-TESS during formal observation</li> <li>• Maintain all evidence notes in secure physical or electronic file</li> <li>• Any documentation that will influence a teacher’s appraisal report must be shared with in writing with the teacher within 10 working days of the appraiser’s knowledge of the occurrence</li> </ul>  |
| EOY Conference Dates              | <ul style="list-style-type: none"> <li>• March 4, 2019 <ul style="list-style-type: none"> <li>○ EOY Conferences may begin</li> <li>○ Teacher performance and evidence toward goal attainment is reviewed</li> <li>○ Evidence related to overall student growth &amp; performance is examined (SLO Skill Profile, Student Growth Tracker, SLO Rating Rubric)</li> <li>○ Potential goals and professional learning for the next school year are discussed</li> <li>○ Domain 4 and the Student Growth Component (SLO) are scored <i>after</i> EOY conference</li> <li>○ Written Summative Report must be released to teachers within ten (10) working days after the conference and no later than May 10, 2019</li> <li>○ Any documentation collected after the EOY conference but before the end of the contract term during one school year may be considered as part of the appraisal of a teacher. If the documentation affects the teacher’s evaluation in any dimension, another summative report shall be developed to inform the teacher of the change.</li> <li>○ A teacher may not request a second appraisal in response to a summative annual appraisal report if the ratings are based on observation summaries or documentation already received by the teacher earlier in the year</li> </ul> </li> <li>• April 26, 2019 <ul style="list-style-type: none"> <li>○ Deadline for completion of EOY Conferences</li> </ul> </li> <li>• May 10, 2019 <ul style="list-style-type: none"> <li>○ Written Summative Report must be released to teachers within ten (10) working days after the conference and no later than May 10, 2019</li> </ul> </li> <li>• May 31, 2019 <ul style="list-style-type: none"> <li>○ All evaluations and supporting documentation must be completed, signed, and in Strive on or before this date</li> </ul> </li> </ul> |

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