

## T-TESS End of Year Conference Guide

Expected Components of End-of-Year Conferences:

- Review final observation data for Domains 1, 2, & 3
- Review SLO and teacher impact data
- Share and discuss evidence for Domain 4, including attainment of goal(s) and professional learning outcomes
- Discuss new goal(s) and professional development activities

### *Before the Conference*

#### **Teacher Tasks**

#### **Student Learning Objectives (SLO):**

- Complete the Student Growth Tracker with the EOY Targeted Student Skill Profile Level and determine final skill level for students
- Upload the Student Growth Tracker in Strive. Evidence should be maintained in Strive throughout the school year and must be updated in Strive BEFORE the End of the Year Conference.
- Consider the SLO Reflection Questions provided to you from your administrator and follow the directions with regard to preparations for discussion during your conference.

#### **Professional Goals:**

- Collect and upload in Strive evidence of professional goal attainment. Evidence may include portfolios, photos, electronic profiles, training certificates, etc.

#### **Domain 4:**

The scoring of Domain 4 is based on the evidence provided. “Proficient” is the performance level at which initial consideration begins until evidence is substantiated to score at another level.

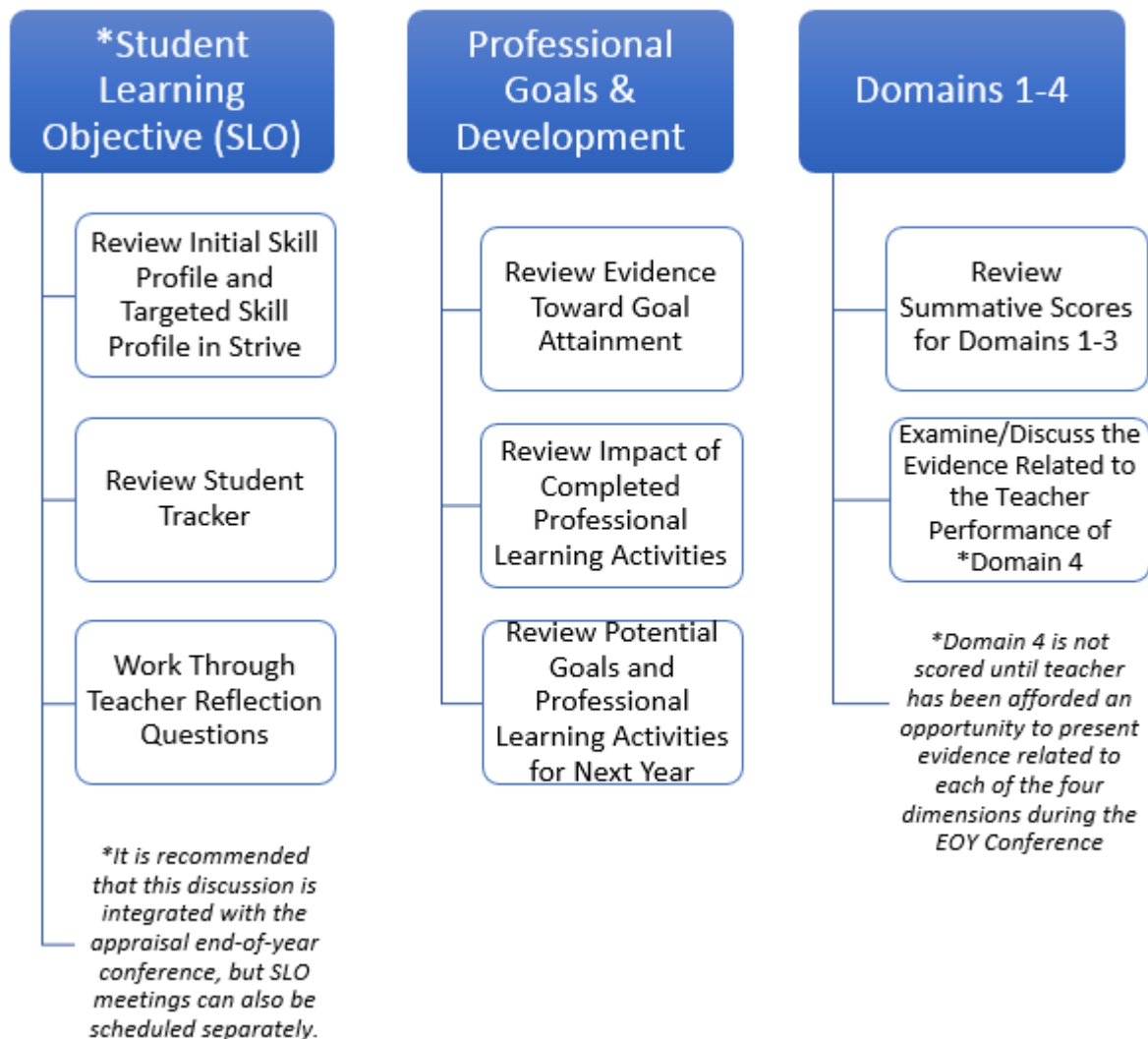
- Collect and upload evidence for Domain 4: Professional Practices and Responsibilities. Do this by clicking the “plus” sign in the upper right corner beside “Uploaded Evidence.” Review the TTESS rubric to select evidence pieces that support the four Dimensions in this Domain:
  - 4.1-Professional Demeanor and Ehtics
  - 4.2-Goal Setting
  - 4.3-Professional Development
  - 4.4 School/Community Involvement.

The SLO Domain and Domain 4 are scored after the End of the Year Conference in the Summative Evaluation.

## During the Conference

### Teacher & Appraiser

- Administrator will follow the EOY Conference Flow Chart:



After the conference concludes, the appraiser should have enough information about the teacher's work to rate him or her on Domain 4 and the SLO Rating Rubric. The appraiser will share the ratings with the teacher after the conference concludes and with the rest of the teacher's appraisal ratings.

## After the Conference

### Appraiser Tasks

- Complete the summative annual appraisal and allow the teacher to view it within 10 working days of the conclusion of the end-of-year conference.
- Instruct teachers to sign all observation documents in Strive.
- Instruct teachers to mark their Student Growth and Professional Goals "complete" in Strive.
- Instruct teachers to enter draft goals in Strive for next school year.

For more information on TTESS you may visit: [www.teachfortexas.org](http://www.teachfortexas.org)

For more information on the SLO process, you may visit: [texasslo.org](http://texasslo.org)