

Arlington Independent School District

T-TESS Calendar 2023-2024

APPRAISAL ACTIVITIES for T-TESS Teachers	DATES
Deadline for new-hire training and annual T-TESS orientation (Late hires complete training/procedure review within 3 weeks of start date)	August 11, 2023
Deadline to acknowledge T-TESS orientation in Strive	August 11, 2023
Formal observations begin	September 11, 2023
Deadline for entering professional goals	October 2, 2023
Deadline for appraiser to approve goals in Strive	October 13, 2023
Deadline to complete SLO Form & upload Student Tracker	October 16, 2023
Deadline for completion of formal observation of <i>probationary</i> teachers	December 15, 2023
EOY conferences may begin	March 18, 2024
Appraisee uploads evidence toward goal attainment (must be submitted prior to EOY meeting)	
Deadline for completion of formal observations (Except late-hires)	March 27, 2024
Deadline for completion of EOY conferences	April 26, 2024
Written Summative Report completed <i>after</i> EOY conference	Released to teachers within ten (10) days <i>after</i> conference
Final date to release Summative Report	May 10, 2024
Appraisee marks current year's goals as complete	May 10, 2024
All appraisal process tasks must be finalized on or before this date	May 24, 2024

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:
 - September 1&5
 - October 6 & 10
 - November 6 & 8
 - November 17 & 27
 - December 21
 - January 8
 - January 12 & 16
 - February 16 & 20
 - March 8 & 18
 - April 2

Appraisal resources are located on the AISD [Human Resources web page](#)

AISD Texas Teacher Evaluation and Support System (T-TESS) 2023-2024 Appraisal Procedures

Certified Appraisers	<ul style="list-style-type: none"> • Principals, Assistant Principals, and Identified Coordinators & Deans (Secondary Level) • Appraisers must be School Board approved annually prior to conducting T-TESS appraisals • Prior to conducting appraisals, new-hire administrators are required to contact the Director of Employee Relations regarding T-TESS certification and Board approval
Teacher Training	<ul style="list-style-type: none"> • August Staff Development Week - Principal-led review of T-TESS policy, procedures, calendar & Student Learning Objective (SLO) process • Teachers acknowledge orientation/review in Strive by clicking the icon • 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> • Principal monitors completion of training
Goals	<ul style="list-style-type: none"> • All teachers enter goals in Eduphoria Strive • 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 • After the submission and review of goals, the appraiser accepts goals by clicking the "Approve" button in Strive • The appraiser monitors & discusses uploaded evidence and goal progress with the teacher throughout the year
Pre Conferences	<ul style="list-style-type: none"> • Pre-conference is required for formal observation • The teacher and/or the appraiser should generate guiding pre-conference documents by clicking on the icon in Strive
Observations	<ul style="list-style-type: none"> • All teachers <i>new</i> to the District or employed less than 3 years must receive one (1) formal 45-minute formal observation • By written, mutual consent of the teacher and the certified appraiser, the required minimum of 45 minutes of observation may be divided into shorter time segments (equaling the required 45-minutes of observation) • Schedule limitations: <ul style="list-style-type: none"> ○ During two weeks following the day of completion of the T-TESS orientation ○ During administration of standardized tests ○ On the days before and after a school holiday • Second observations: <ul style="list-style-type: none"> ○ 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 • Teachers may receive a less than annual appraisal if they meet the following criteria: <ul style="list-style-type: none"> ○ Have been employed in Arlington ISD for a minimum of 3 consecutive years; ○ Are employed on an educator term or continuing contract; ○ Hold an SBEC certification; ○ Are assigned to his/her certification area • Teachers who do not receive an annual appraisal will participate in an annual review process that includes the following: <ul style="list-style-type: none"> ○ Goal-Setting and Development of a Student Learning Objective (SLO); ○ Walkthroughs; and ○ A modified end-of-year conference that addresses: <ul style="list-style-type: none"> • Progress on the Goal-Setting and SLO; and • Assessment of the teacher's performance in T-TESS Domain IV: Professional Practices and Responsibilities.

	<p>*During any school year when a complete appraisal is not scheduled for an eligible teacher, either the teacher or the principal may require that an appraisal be conducted by providing written notice to the other party.</p>
Post Conferences	<ul style="list-style-type: none">• Prior to post-conference, the teacher and/or the appraiser should generate guiding post-conference documents by clicking on the icon in Strive• Formal observation is reviewed during post-conference, and ratings are presented to the teacher <i>after</i> the discussion of areas for reinforcement and refinement• Post-conference and signatures required within five (5) working days after observation• During post-conference, appraisers also review/discuss student progress toward SLO, teacher professional goal progress, and professional learning aligned with goals

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<p>Walk-Throughs</p>	<ul style="list-style-type: none"> • May begin immediately after orientation and continue until the last day of instruction • A minimum of four (4) shall be conducted on all teachers and may focus on areas of refinement and reinforcement, as well as identified goals • Should be used to monitor and support teacher goals with feedback meetings provided by the appraiser, as needed • 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
<p>Collecting & Maintaining Evidence</p>	<ul style="list-style-type: none"> • Appraiser may collect scripted evidence according to personal style (by hand or electronically) • No audio or video recording shall be used for purposes of T-TESS during formal observation • Maintain all evidence notes in secure physical or electronic file • Any documentation that will influence a teacher’s appraisal report must be shared in writing with the teacher within 10 working days of the appraiser’s knowledge of the occurrence
<p>EOY Conference Dates</p>	<ul style="list-style-type: none"> • March 18, 2024 <ul style="list-style-type: none"> ○ EOY Conferences may begin ○ Teacher performance and evidence toward goal attainment is reviewed ○ Evidence related to overall student growth & performance is examined (SLO Skill Profile, Student Growth Tracker, SLO Rating Rubric) ○ Potential goals and professional learning for the next school year are discussed ○ Domain 4 and the Student Growth Component (SLO) are scored <i>after</i> EOY conference ○ Written Summative Report must be released to teachers within ten (10) working days after the conference and no later than May 10, 2024 ○ 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. ○ 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 • April 26, 2024 <ul style="list-style-type: none"> ○ Deadline for completion of EOY Conferences • May 10, 2024 <ul style="list-style-type: none"> ○ Written Summative Report must be released to teachers within ten (10) working days after the conference and no later than May 10, 2024 • May 24, 2024 <ul style="list-style-type: none"> ○ All evaluations and supporting documentation must be completed, signed, and in Strive on or before this date

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