

Arlington ISD 2025-2026 PERFORMANCE EVALUATION TASKS AND TIMELINES

EMPLOYEE GROUP		Teachers*	Teacher (Less Than Annual Appraisal)*	Principals and Asst. Principals*	Campus Professional Support (Counselors, Librarians, Nurses, Instructional Coaches, Deans) & Campus Paraprofessional Support	Central Office/Department PROFESSIONAL, and Paraprofessional SUPPORT	Auxiliary (FNS, Transportation, Security, Maintenance and Operations)
Evaluation Instrument		Texas Teacher Evaluation & Support System (T-TESS)	Less-than-Annual Appraisal	Texas Principal Evaluation & Support System (T-PESS)	AISD Evaluation Instrument	AISD Evaluation Instrument	AISD Evaluation Instrument
Evaluation Repository		Eduphoria	Eduphoria	Eduphoria	Eduphoria	Eduphoria	Eduphoria
<i>Beginning of Year (BOY)</i> <i>The BOY Conference/Meeting is a time for supervisors to discuss and approve employee performance goals for the year.</i>	Dates	August-September 19	August-October	September-October	August-October	August-October	August-October
	Employee Actions	<div><input type="checkbox"/> Attend campus T-TESS Refresher Training and acknowledge completion in Strive. (returning teachers)</div> <div><input type="checkbox"/> Attend T-TESS Orientation in Canvas and acknowledge completion in Strive. (new teachers)</div> <div><input type="checkbox"/> Create/Revise Goals and complete SLO and upload student tracker</div>	<div><input type="checkbox"/> Attend T-TESS Refresher Training and acknowledge completion in Strive. (returning teachers)</div> <div><input type="checkbox"/> Submit T-TESS Waiver in Strive</div> <div><input type="checkbox"/> Create/Revise Goals and complete SLO and upload student tracker</div>	<div><input type="checkbox"/> Attend Annual T-PESS Update/Orientation</div> <div><input type="checkbox"/> Complete Self-Assessment and prepare for pre-evaluation conference.</div> <div><input type="checkbox"/> Create Goals</div>	<div><input type="checkbox"/> Log in and Update Profile in Strive</div> <div><input type="checkbox"/> Create professional goals (optional: guidance on goal development will be provided by your appraiser)</div>	<div><input type="checkbox"/> Log in and update profile in Strive.</div> <div><input type="checkbox"/> Create professional goals (optional: guidance on goal development will be provided by your appraiser)</div>	<div><input type="checkbox"/> Log in and Update Profile in Strive</div> <div><input type="checkbox"/> Create professional goals (optional, guidance on goal development will be provided by your appraiser)</div>
	Appraiser Actions	<div><input type="checkbox"/> Review & Approve Goals.</div> <div><input type="checkbox"/> Conduct Walkthroughs (minimum of 2).</div> <div><input type="checkbox"/> Formal Observations can begin 2 weeks following completion of orientation.</div>	<div><input type="checkbox"/> Review & Approve Goals</div> <div><input type="checkbox"/> Conduct Walkthroughs (minimum of 2).</div>	<div><input type="checkbox"/> Conduct pre-evaluation conferences</div> <div><input type="checkbox"/> Review & Approve Goals</div>	<div><input type="checkbox"/> Conduct BOY meeting</div> <div><input type="checkbox"/> Review & Approve Goals</div>	<div><input type="checkbox"/> Conduct BOY meeting.</div> <div><input type="checkbox"/> Review & Approve Goals</div>	<div><input type="checkbox"/> Conduct BOY meeting.</div> <div><input type="checkbox"/> Review & Approve Goals</div>

Middle of Year (MOY) <i>The MOY Goal Progress Review is a time for supervisors to review goals, performance, and revise goals as needed.</i>	Dates	September 20-March Formal Observations	October-March Goal Progress	December-February	December-January	December-February	December-February
	Employee Actions	<input type="checkbox"/> Prepare for pre-conferences.	<input type="checkbox"/> Monitor completion of goals and upload evidence related goals and SLO.	<input type="checkbox"/> Upload MOY self-assessment.	<input type="checkbox"/> Monitor completion of goals and upload evidence related to goals.	<input type="checkbox"/> Monitor completion of goals and upload evidence related to goals.	<input type="checkbox"/> Monitor completion of goals.
	Appraiser Actions	<input type="checkbox"/> Conduct Pre-Conferences <input type="checkbox"/> Conduct Formal Observations <input type="checkbox"/> Probationary teacher formal observations due 12/12/25. <input type="checkbox"/> Conduct post-conferences <input type="checkbox"/> Conduct Walkthroughs	<input type="checkbox"/> Conduct Walkthroughs	<input type="checkbox"/> Appraiser begins mid-year progress meetings. <input type="checkbox"/> Conduct MOY Goal Progress Review	<input type="checkbox"/> Conduct MOY Goal Progress Review as needed.	<input type="checkbox"/> Conduct MOY Goal Progress Review as needed.	<input type="checkbox"/> Engage in MOY Goal Progress Review as needed.
End of Year (EOY) <i>The EOY Conference is a time for supervisors to review goals and employee performance.</i>	Dates	March – May 14	April-May 21	May – June	April – May 21	March – June	March-May 21
	Employee Actions	<input type="checkbox"/> Submit Goal Accomplishment to Appraiser before EOY Conference.	<input type="checkbox"/> Upload evidence towards goal attainment/SLO in Strive. <input type="checkbox"/> Prepare for EOY Conference.	<input type="checkbox"/> Submit Goal Accomplishment to Appraiser before EOY Conference. <input type="checkbox"/> Create Goals for upcoming year; Submit to Appraiser before EOY Conference	<input type="checkbox"/> Submit Goal Accomplishment to Appraiser before EOY meeting.	<input type="checkbox"/> Submit Goal Accomplishment to Appraiser before EOY evaluation.	<input type="checkbox"/> Submit Goal Accomplishment to appraiser before EOY evaluation
	Appraiser Actions	<input type="checkbox"/> Conduct Walkthroughs. <input type="checkbox"/> Complete EOY Conference (Summative) by April 30, 2026. <input type="checkbox"/> Final Date to release summative May 14, 2026.	<input type="checkbox"/> Conduct EOY Annual Review (Domain 4, SLO's and goals)	<input type="checkbox"/> Complete EOY Conference (Summative) by June 25.	<input type="checkbox"/> Complete EOY evaluation by May 21.	<input type="checkbox"/> Complete EOY evaluation by June 25.	<input type="checkbox"/> Complete EOY Evaluation by May 21.

If an employee is a late hire, the process may be accelerated or compressed. Please contact Human Resources at HRemployeerelations@aisd.net for additional information.

*Additional appraisal procedures attached.

Dates are subject to change.

Updated 7/29/25

AISD Texas Teacher Evaluation and Support System (T-TESS) 2025-2026 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 HR Employee Relations Department 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

	<p>years;</p> <ul style="list-style-type: none"> ○ Are employed on an educator term or continuing contract; ○ Hold an SBEC certification; ○ Are assigned to his/her certification area <ul style="list-style-type: none"> • 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
Walk-Throughs	<ul style="list-style-type: none"> • May begin immediately after orientation and continue until the last day of instruction • A minimum of two (2) 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
Collecting & Maintaining Evidence	<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 the 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

EOY Conference Dates	<ul style="list-style-type: none"> • March 2026 <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 14, 2026. ○ 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 30, 2026 <ul style="list-style-type: none"> ○ Deadline for completion of EOY Conferences • May 14, 2026 <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 14, 2026 • May 23, 2026 <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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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 29 & September 2
- October 9 & 14
- October 31
- November 21 & December 1
- December 19
- January 7
- January 16 & 20
- February 13 & 17
- March 13 & 24
- April 2

AISD Less-Than-Annual Review Procedures 2025-26

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
SLO	<ul style="list-style-type: none"> • Teachers eligible for a T-TESS waiver must develop Student Learning Objectives
Walk-Throughs	<ul style="list-style-type: none"> • May begin immediately after orientation and continue until the last day of instruction • A minimum of two (2) 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
EOY Annual Review	<ul style="list-style-type: none"> • Assessment of teacher performance in T-TESS Dimension 4: <ul style="list-style-type: none"> • Domain 4.1 Professional Demeanor and Ethics • Domain 4.2 Goal Setting • Domain 4.3 Professional Development; • Domain 4.4 School/Community Involvement • Review of SLO’s and goals

AISD Texas Principal and Assistant Principal Evaluation & Support System 2025-2026 Appraisal Procedures

Appraisers	Executive Directors & Campus Principals Prior to conducting appraisals, administrators new to T-PESS must receive training by a TEA-approved training provider (ESC).
Step 1: Orientation	Each school year, conduct an orientation for Principals and Assistant Principals 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.
Step 2: Self- Assessment & Goal Setting	Principals and Assistant Principals 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 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>Step 3: Pre- Evaluation Conference</p>	<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> <p>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.</p>
<p>Step 4: Mid-Year Progress Meeting</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>Step 5: Consolidated Performance Assessment</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>

Step 6: End of Year Performance Discussion	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.
Step 7: Final Evaluation & Goal Setting	If final ratings and goal attainment were not completed during Step 6, 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.
Resources	https://tpess.org/appraisers/