

Waller ISD Appraisal Calendar

Texas Teacher Evaluation and Support System (T-TESS)

2023-2024

- The annual appraisal of District teachers shall be in accordance with the Texas Teacher Evaluation and Support System (T-TESS).
- The appraisal period for T-TESS for each teacher must include all of the days of a teacher’s contract.
- The data for the T-TESS appraisal of each dimension shall be gathered from the pre-conference, observations, post-conferences, end-of-year conference, the Goal-Setting and Professional Development Plan process, and other documented sources.

| Key Items | Date | Details |
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| T-TESS New Teacher Orientation | August 2, 2023 August 3, 2023 | <ul style="list-style-type: none"> • Half-day T-TESS orientation for new teachers provided in person by Stephanie Fletcher. • Must be provided no later than the final day of the first three weeks of school and at least two weeks before the first observation |
| T-TESS Certified Appraisers and Appraisal Calendar Approved by School Board | August 10, 2023 | <ul style="list-style-type: none"> • An appraiser must be certified by holding a valid certification in ILT, ILD, or AEL and successfully completed the state approved T-TESS Appraiser Training, and passed the T-TESS certification exam. |
| T-TESS New Teacher Orientation Make-Up Session | August 18, 2023 | <ul style="list-style-type: none"> • Half-day T-TESS orientation for new teachers provided in person by Stephanie Fletcher. |
| T-TESS New Teacher Orientation (<i>hired after August 18, 2023</i>) | As needed throughout the school year | <ul style="list-style-type: none"> • Half-day T-TESS orientation for new teachers provided in person by Stephanie Fletcher. |
| T-TESS Refresher Training for Returning/Experienced Teachers | No later than August 23, 2023 | <ul style="list-style-type: none"> • T-TESS Overview is provided online as a self-paced Professional Development course. |
| T-TESS Appraisal Calendar | Deadline to provide calendar to teachers is September 13, 2023 | <ul style="list-style-type: none"> • Provide a calendar to teachers within <u>three weeks from the first day of instruction.</u> |
| T-TESS Goal-Setting and Professional Development Plan | Deadline to submit plan to teacher appraiser is end of the day on October 4, 2023 | <ul style="list-style-type: none"> • Teachers in the first year of appraisal under T-TESS and teachers new to the district must have a <u>Goal-Setting Conference prior to the teacher submitting his/her GSPD plan to the</u> |

Presented to the WISD School Board for approval on August 10, 2023

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| | | <p><u>teacher's appraiser</u>. The conference will be conducted in person.</p> <ul style="list-style-type: none"> Submitted to teacher appraiser within six weeks from the final day of T-TESS orientation for new and returning teachers (August 23, 2023) Maintained throughout the course of the school year by the teacher to track progress in the attainment of goals and participation in professional development activities detailed in the approved plan Shared with the teacher's appraiser prior to the end-of-year conference Used after the end-of-year conference in the determination of ratings for the goal setting and professional development dimensions of the T-TESS rubric |
| <p>T-TESS Classroom Observation</p> | <p>Observations may be scheduled beginning September 14, 2023.</p> | <ul style="list-style-type: none"> <u>Exclude observations in the two weeks following the day of completion of the T-TESS orientation</u> in the school years when an orientation is required At least one classroom observation of a <u>minimum of 45 minutes</u> (can be divided up with written, mutual consent of the teacher and the certified appraiser, but must total 45 minutes) Additional walk-throughs and observations are conducted at the discretion of the certified appraiser. Additional walk-throughs and observations do not require an observation post-conference. Additional observations and walk-throughs do require a written summary if the data gathered during the additional observation or walk-through will impact the teacher's summative appraisal ratings in which the <u>written summary shall be shared within 10 working days after the</u> |

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| | | <p><u>completion of the additional observation or walk-through.</u></p> <ul style="list-style-type: none"> • Advance notice of the observation may be given, but is not required • Domains 1-3 are completed with the observation summary |
| T-TESS Observation Post-Conference | Within 10 school district working days after completion of the teacher observation | <ul style="list-style-type: none"> • Is diagnostic and prescriptive in nature • Includes a written report of the rating of each dimension observed that is presented to the teacher ONLY AFTER a discussion of the areas of reinforcement and areas of refinement • At the discretion of the appraiser, allows revisions to areas for reinforcement and/or refinement based on discussions with the teacher |
| T-TESS End-of-Year Conference | Deadline to complete conference is May 2, 2023 | <ul style="list-style-type: none"> • Must be completed <u>no later than 15 school district working days before the last day of instruction for students</u> • Reviews the appraisal data collected throughout the current school year and previous school years, if available • Examines and discusses the evidence related to the teacher's performance on the four dimensions of Domain IV of the T-TESS rubric • Examines and discusses evidence related to the performance of teachers' students, when available • Identifies potential goals and professional development activities for the teacher for the next school year • Any documentation collected after the end-of-year conference but before the end of the contract term during one school year may be considered 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(s). |
| T-TESS Written Summative Annual Appraisal Report | Deadline to share with teacher is May 2, 2023 | <ul style="list-style-type: none"> • To be provided to teacher within <u>10 school district working days of the</u> |

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| | | <p><u>conclusion of the end-of-year conference, but no later than 15 school district working days before the last day of instruction for students</u></p> <ul style="list-style-type: none"> • The written summative annual appraisal report shall be placed in the teacher’s personnel file by the end of the appraisal period. • Any documentation that will influence the teacher’s summative annual appraisal report must be shared in writing with the teacher within <u>10 school district working days of the certified appraiser’s knowledge of the occurrence.</u> • The principal shall also be notified in writing of the cumulative data when the certified appraiser is not the teacher’s principal. |
| Second Appraiser | | <ul style="list-style-type: none"> • A teacher may request a second appraiser within <u>10 school district working days of receiving a written observation summary or a written summative annual appraisal report.</u> |
| Teacher Response and Rebuttal | | <ul style="list-style-type: none"> • A teacher may submit a written response or rebuttal within <u>10 school district working days of receiving a written observation summary, a written summative annual appraisal report, or any other written documentation associated with the teacher’s appraisal.</u> |
| Grievances | | <ul style="list-style-type: none"> • Complaints regarding teacher appraisal shall be addressed in accordance with DGBA (LOCAL). |
| T-TESS District Submission to Region 4 | | <ul style="list-style-type: none"> • Upon request, Waller ISD shall submit annually to its regional education service center (Region 4) a summary of the campus-level evaluation scores from T-TESS. |