

T-TESS Appraisal Calendar

2024-25

By August 5, 2024	Appraisal and Student Learning Objectives Orientation
September 9, 2024	First Day for Walkthroughs
September 23, 2024	First Day for Formal Observations. Post Conferences will be held within 10 days of the observation.
By October 7, 2024	Goal Setting & Professional Development Plan Conferences Deadline <i>(required for teachers in their first year of appraisal under T-TESS or teachers new to the district)</i>
By October 7, 2024	Goal Setting & Professional Development Plan Part I Due to Appraiser
By October 28, 2024	All Pre-Assessments for Student Growth administered
December 6, 2024	Last Day for Formal Observations <i>(Probationary & Ongoing Intervention Plan Teachers)</i>
April 11, 2025	Last Day for Formal Observations <i>(Term Contract Teachers)</i>
By April 11, 2025	Goal-Setting and Professional Development Plan Part II and Domain IV Evidence due to Appraiser
By May 22, 2025	All Post-Assessments for Student Growth administered
May 22, 2025	End-of-Year Conference/Summative Annual Appraisal Report Deadline <i>*Written Summative Annual Appraisal must be given to teacher within 10 days following the end-of-year conference</i>



JISD Appraisers 2024-25

Michael Walker	Superintendent
Clint Coyne	Chief Operations Officer
Lynn Phillips	Chief Academic Officer
Lisa Robinson	Director of Special Services
Joel Windham	Principal, JHS
	Assistant Principal, JHS
Melissa Watson	Academic Dean of Instruction, JES Dean of Academics, JHS
Tim Phy	Principal, JJHS
Lauren Anderson	Assistant Principal, JJHS
Wendy Shelton	Academic Dean of Instruction, JJHS
	Principal, JES
Terry Johnson	Assistant Principal, JES
Lindsey Whitaker	Principal, JPS

The Appraisal Calendar

- ✓ Shall exclude the first three weeks of instruction. Teachers will submit their professional growth plan to their appraiser for feedback and final approval during this period.
- ✓ Shall prohibit formal observations on the last day of instruction **before** any official school holiday and on the first day of instruction **after** a holiday.
- ✓ Shall provide that the appraisal process be completed 15 working days before the last day of instruction for students.
- ✓ Shall exclude days scheduled for end-of-semester or end-of-year examinations.
- ✓ Shall exclude days scheduled for STAAR, EOC, or other standardized tests.
- ✓ **NO FORMAL T-TESS OBSERVATIONS SHOULD TAKE PLACE AFTER APRIL 12 2024.**

Teacher Goal-Setting and Professional Development (GSPD) Plan

All teachers, including teachers on a waiver, shall submit a GSPD plan to campus administrators by October 7, 2024 for feedback and approval.

GSPD End-of-Year conference April 11-May 22, 2025

Reminders

May 22, 2025 Last day to complete the entire appraisal process

- ✓ All first year teachers and teachers new to the district shall be evaluated during the first semester of employment.
- ✓ **Walkthroughs** may be conducted and cumulative data may be obtained **on any day and at any time** throughout the school year.
- ✓ Any documentation that would affect a teacher's score shall be shared with the teacher within 10 working days. A summative conference shall be conducted to advise the teacher of any change in the final observation score.
- ✓ *The implementation of T-TESS represents a commitment to continuous improvement.*