

## **GISD Human Capital Management System**

### **CAMPUS TEACHERS**

#### **APPRAISAL TIMELINE**

**2021-2022**

August	District Administrator's T-TESS update Review of T-TESS/Student Growth Measures
August 2	GISD New Teachers T-TESS (4 hours)
September	All staff verify Handbook Agreement; Computer User Agreement; Sexual Harassment update training; FERPA Training; Blood Borne Pathogen training; All teachers, principals, and assistant principals train on T-TESS and SGMS training; All para-professionals including clerical staff complete a self-evaluation form and return to supervisor through Frontline.
August 9 - September 17	Teacher Self-Assessment, Goal Setting and Goal Setting Conference: Review of teacher and student data to self-assess, establish goals, and develop a professional development plan. Goals must use the SMART criteria and be recorded in Frontline. (Weeks 1-4)  Campus appraisers create an evaluation calendar schedule that has a different observer completing the announced from the unannounced observation. <b>Each teacher must receive at least two formal observations from two different evaluators (1 unannounced and 1 announced) and a summative evaluation each year.</b>
August 23 - October 1	Reserve 1-hour PLC weekly for teacher & curriculum liaison to develop and approve <b>Student Growth Measures(SGMs)—2 goals</b> . Principal approves the SGM assessment prior to administration.
October 25	Revise SGMs if necessary based upon CLL/Administrator feedback. Administer pre-test and enter scores in Data Management System by October 25 <sup>th</sup> due date.
October – December	Ongoing review of teacher and student data  Ongoing walkthroughs  Ongoing review of goals and professional development impact on teacher and student performance with recommended formative review of goals and progress toward these goals

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September - December	Two 5-minute Walkthroughs completed by December 17 <sup>th</sup> using the GISD walkthrough form in Frontline.
October 4 - December 17	T-TESS Announced Formal Observation—(45 minute); Pre-Conference and Post Conference must be held and documented in the T-TESS program.
December 6	DUE TO HCMD: List of all staff members, including supporting documentation, in need of assistance with anticipation of non-renewal or termination—teacher notification documentation needs to be attached
December 17	COMPLETION DATE: T-TESS Announced Formal Observation
January 3 - 31	Mid-Year Review of T-TESS/SGM Teacher Goals and Professional Development—must be documented in the T-TESS program
January - February	SGM Mid-Point Progress Monitoring through a formative assessment
January - April	Two 5-minute walkthroughs completed by April 4 <sup>th</sup> using the GISD walkthrough form in Frontline.
January 17 – April 4	T-TESS Unannounced Formal Observation— (45 minute); Post Conference must be held and documented in the T-TESS program. An unannounced observation is one that takes place during the second observation window without prior scheduling.
April 4	COMPLETION DATE: Unannounced Observation, post conference, and scoring completed and entered in the T-TESS program.
April 4	DUE TO HCMD: Contract list of names to Board of Trustees for proposed contract recommendations, non-renewals or terminations.
April 4 - April 29	Administer SGM Post-Tests. Enter scores into Data Management System. SGMs finalized by principals.
April 4 - May 6	Summative--End of Year Conference to discuss final scores for Domains 1-3, review evidence for Domain 4, and discuss next year's goals and professional development plan. (Note: Domain 4 is not scored in summative form until after the teacher has been afforded the opportunity to present evidence related to each of the four dimensions in the domain during the summative conference.) Complete T-TESS Summative form in Frontline.

Summative must take place 15 days prior to the last day of school on or before May 6. The Written Summative Appraisal must be delivered to the teacher within 10 working days after the End-of-Year Conference. The last date to deliver a Written Summative Appraisal for **all** staff is: May 20, 2022.