

## IMPLEMENTATION OF 2015-2016 PDAS at AUBREY ISD

1. The appraisal period for each teacher must include all of the days of the teacher's contract. The dates for the observation periods of the PDAS appraisal period shall be between **September 21, 2015** and **March 05, 2015**.
2. The appraisers for the district shall be Mrs. Shannon Saylor, Mr. Ryan Barnhart, Ms. Jana Lowman, Ms. Dusty Wright, Ms. Karen Wright, Mr. Richard Garner, Ms. Kendra Beck, Ms. Connie Lott, Ms. Kari Abrams, Ms. Terrie McNabb, and Ms. Delore Jones.
3. Domain I-VIII of the PDAS will be used for contract renewal. A copy of the written report from the PDAS observation shall be given to the teacher within ten (10) working days of the observation.
4. A copy of Section I of the Teacher Self-Report form shall be presented to the principal within the first three weeks after the PDAS orientation. (A completed copy of this should be in your principal's hand no later than **September 11, 2015**.)
5. Revision of Section I (if necessary) and completion of Section 2 & 3 of the Teacher's Self Report Form shall be presented to the principal at least **two weeks prior to the summative annual conference**.
6. Documentation of cumulative data will be accomplished according to local district policy DNA.
7. A teacher may submit a written response or rebuttal at the following times: (a) After a written observation summary, or (b) After any other written documentation associated with the teachers appraisal, and/or (c) After receiving a written annual summative report. Any written response or rebuttal must be submitted within ten (10) working days of receipt of any of the above. At the discretion of the appraiser, the time period may be extended to fifteen (15) working days.
8. A teacher may request a second appraisal by another appraiser at the following time: (a) After receiving a written observation summary with which the teacher disagrees, and/or (b) After receiving a written annual summative appraisal report with which the teacher disagrees.  
  
The second appraisal must be requested within ten (10) days of receiving the above written documents. At the discretion of the appraiser the time period may be extended to fifteen (15) working days. For more in depth information of a second appraisal option see Section 150.1005 of the PDAS Manual.
9. Appraisal instruments for the guidance counselors, nurses, and librarian shall be those recommended by TASB Personnel Services and localized by the Aubrey ISD.
10. All appraisers will be fully certified in PDAS appraisal.
11. Teacher supervisors shall be Ms. Shannon Saylor for grades 9-12, Ms. Karen Wright for grades 5-8, Ms. Connie Lott for Brockett Elementary K-4, Ms. Jana Lowman Monaco Elementary K-4 and Early Bird PK. Shared personnel will be supervised as follows: Karen Wright will have Danielle Whiteside, Chris Coltman, Beth Hughes, and Kristin Giddens. Connie Lott will have Marleen Trissell, and Stacy Davis. Jana Lowman will have Mary Jo Turner, and Carol Crawford.
12. A general evaluation orientation meeting will be given no later than **August 20, 2015**.
13. State manuals and/or updates will be made available to teachers before the appraisal period begins. It will include all state and local appraisal policies, the local appraisal calendar, and information on the requirements for the completion of the Teacher Self-Report Form.
14. The Supervisor or assigned appraiser will give teachers a **two-week** window DNA (LOCAL). Hopefully, this will give both teachers and supervisors the flexibility to work around emergencies and extenuating circumstances.
15. Observations may not be conducted on days identified in policies DNA (LEGAL) and DNA (LOCAL).
16. In case of teacher illness or other extenuating circumstances, the appropriate appraiser will reschedule the observation.
17. The rules are subject to change by state rule changes.
18. Summative conferences will take place between **February 15, 2016** and **May 06, 2016**.
19. Summative report must be to the teacher five (5) working days before the summative conference.