



**2019-2020**  
**Texas Teacher Evaluation Support System (T-TESS)**  
**Appraisal Calendar**

Month	Action	Person(s) Responsible	Required Document
August	<ul style="list-style-type: none"> <li>Training for T-TESS</li> </ul>	<ul style="list-style-type: none"> <li>District and Campus Administration</li> </ul>	<ul style="list-style-type: none"> <li>T-TESS Training Materials</li> </ul>
September	<ul style="list-style-type: none"> <li>Teacher Goal Setting (<b>Due 9/30/19</b>)</li> <li>Student Learning Objectives (<b>Due 9/30/19</b>)</li> <li>*Teachers not new to BISD who completed their teacher goals at EOY conference may only need to make edits before submitting</li> </ul>	<ul style="list-style-type: none"> <li>Teacher</li> </ul>	<ul style="list-style-type: none"> <li>Teacher Goal Setting and SLO on Eduphoria! Strive</li> </ul>
	<ul style="list-style-type: none"> <li>Pre-observation Conferences (<b>Beginning 9/30/19</b>)</li> <li>A pre-conference must be held prior to a formal observation</li> </ul>	<ul style="list-style-type: none"> <li>Appraiser schedules conference</li> </ul>	<ul style="list-style-type: none"> <li>No required form</li> </ul>
	<ul style="list-style-type: none"> <li>Artifacts or evidence for Domain 4 should be collected throughout the year in preparation for end of year conferences that will be held in April and May (<b>Ongoing</b>)</li> </ul>	<ul style="list-style-type: none"> <li>Teacher collects and compiles evidence</li> </ul>	<ul style="list-style-type: none"> <li>Teacher artifacts attached to goals in Strive</li> </ul>
October-January	<ul style="list-style-type: none"> <li>Observations (45 min. minimum) will be conducted (<b>Observation window (10/1-1/31)</b>)</li> <li>Post-observation conferences must be completed <b>10 days</b> after a formal observation</li> </ul>	<ul style="list-style-type: none"> <li>Teacher</li> <li>Appraiser conducts observation and completes form</li> <li>Teacher signs form</li> </ul>	<ul style="list-style-type: none"> <li>T-TESS Observation Rubric (Domains 1-3) on Eduphoria</li> </ul>
March-April	<ul style="list-style-type: none"> <li>Artifacts and evidence must be shared with appraiser at least <b>10 days prior</b> to the End of Year Summative Conference</li> </ul>	<ul style="list-style-type: none"> <li>Teacher</li> </ul>	<ul style="list-style-type: none"> <li>Upload artifacts on Eduphoria as attachments</li> </ul>
	<ul style="list-style-type: none"> <li>Complete the Teacher Self - Assessment and Goal Setting Part 2 and Professional Development Plan <b>prior</b> to end of year conference</li> </ul>	<ul style="list-style-type: none"> <li>Teacher</li> </ul>	<ul style="list-style-type: none"> <li>Teacher Self-Assessment and Goal Setting Form on Eduphoria! Strive</li> </ul>
	<ul style="list-style-type: none"> <li>End of Year Summative Conferences (<b>no later than 5/4/20</b>)</li> </ul>	<ul style="list-style-type: none"> <li>Appraiser schedules conference and completes form</li> <li>Teacher signs form</li> </ul>	<ul style="list-style-type: none"> <li>T-TESS Summative Form (Domains 1-4) on Eduphoria! Strive</li> </ul>
April-May	<ul style="list-style-type: none"> <li>End of Year Summative Conferences (<b>no later than 5/4/20</b>)</li> </ul>	<ul style="list-style-type: none"> <li>Appraiser schedules conference and completes form</li> <li>Teacher signs form</li> </ul>	<ul style="list-style-type: none"> <li>T-TESS Summative Form (Domains 1-4) on Eduphoria! Strive</li> </ul>

## **Additional Teacher Evaluation Information**

### **Dates excluded from observations include:**

(These are days before an official school holiday.)

- November 22, 2019
- December 20, 2019
- March 6, 2020

### **Request for a 2<sup>nd</sup> Appraiser**

A teacher may request a second appraiser within ten working days of receiving a written observation summary or a written summative annual appraisal report. If a teacher requests a second appraisal, the schedule below will be used.

<b><u>Campus</u></b>	<b><u>Designated Second Appraiser</u></b>
Senior High/Accelerated School	Middle School Principal
Middle School	High School Principal
Coggin Intermediate School	Director of Special Programs
Northwest Elementary	East Principal
East Elementary	Woodland Principal
Woodland Heights Elementary	Coggin Intermediate Principal