



JUDSON INDEPENDENT SCHOOL DISTRICT
DEPARTMENT OF HUMAN RESOURCES

T-TESS Appraisal Calendar- Proposed 2025-2026

| <i>ACTION/ACTIVITY</i> | <i>RESPONSIBLE PERSON</i> | <i>REQUIRED DOCS/FORMS</i> | <i>TIMELINES</i> |
|---|---|--|---|
| <i>Teacher T-TESS Orientation</i> <ul style="list-style-type: none"> T-TESS Orientation for New Teachers at NTA <i>T-TESS Refresher for Returning Teachers</i> <ul style="list-style-type: none"> New teachers after NTA (campus responsibility) Appraiser will ensure that all teachers have been T-TESS trained at least two weeks prior to beginning the appraisal cycle. | <i>Human Resources</i> <ul style="list-style-type: none"> New Teacher Academy <i>Campus Administrators</i> <ul style="list-style-type: none"> After New Teacher Academy | <i>T-TESS Training Presentation</i> | <i>Deadlines</i> <ul style="list-style-type: none"> September 4 (New Teachers) By August 12 (Returning Teachers) |
| <i>Walkthroughs</i> <ul style="list-style-type: none"> Begin Targeted Walkthroughs <i>District Requirement</i> 5 per week | <ul style="list-style-type: none"> Appraisers | <ul style="list-style-type: none"> Walkthrough Forms in STRIVE | <i>Begin September 4</i> |
| <i>Goal Setting & Professional Development Plan</i> <ul style="list-style-type: none"> Teachers will enter their goals- (1 Professional Growth Goal, 1 Student Growth Goal) | <ul style="list-style-type: none"> Teachers | <ul style="list-style-type: none"> GOAL tab in STRIVE | <i>Deadline: Sept 26</i> |
| <i>Pre-Observation Conferences</i> <ul style="list-style-type: none"> Schedule conferences <i>after</i> T-TESS trainings are <i>completed</i> | <ul style="list-style-type: none"> Appraisers Teachers | <ul style="list-style-type: none"> Form in STRIVE | <i>Begin September 4</i> |
| <i>Formal Observations</i> <ul style="list-style-type: none"> 45 minutes, scheduled in a week timeframe, pre and post conference is required Post conference must be scheduled within <i>10 days</i> after formal observation | <ul style="list-style-type: none"> Appraiser Teacher | <ul style="list-style-type: none"> T-TESS Observation Rubric (Domains I-III) Appraisal Form in STRIVE | <i>Window</i> September 4–May 1 <i>HR Recommendation:</i> Complete observations for DOI & Probationary teachers by December 18 |
| <i>Artifact & Evidence Collection</i> <ul style="list-style-type: none"> Teachers begin to collect artifacts and evidence for Domain 4 prior to the End of Year to prepare for Summative Conference | <ul style="list-style-type: none"> Teacher | <ul style="list-style-type: none"> Collect and compile artifacts and evidence | September –April |
| <i>Submit Artifacts/Reflect on Goals</i> <ul style="list-style-type: none"> Artifacts and evidence must be shared with appraiser at least 10 days prior to the End of Year Summative Conference Reflect on goals in Part 2 of GSPDP prior to the End of Year Summative Conference | <ul style="list-style-type: none"> Teacher | <ul style="list-style-type: none"> Artifacts may be sent digitally if arrangements are made with appraiser Update “GOAL” tab | March 16-April 4 |
| <i>End of Year Summative Conference</i> <ul style="list-style-type: none"> EOY Summative Conference- Domain IV, Refinement, Reinforcement, and 2026-2027 Preliminary Goal Setting <i>by May 6</i> Teacher should draft 2026-2027 goals after conference and reflect on professional growth | <ul style="list-style-type: none"> Appraiser Teacher | <ul style="list-style-type: none"> T-TESS Summative Form (Domains I-IV) in STRIVE Electronic signature (Electronic signatures are irreversible) <ul style="list-style-type: none"> Teacher first Appraiser second | <i>Deadline May 6 (TEA)</i> <i>15 days before the last day of instruction</i> March 16-May 6 |



Important Requirements and Information

- Walkthroughs with ongoing feedback to support and develop teacher practices required for all teachers
- One informal observation is required for new teachers (0 years) and DOI teachers
- Formal observations may be scheduled on a specific date or teachers may be given a one-week window.
- Teacher TTESS Orientation: No later than the first 3 weeks of school & at least two weeks prior to first observation. For late hires, appraisals may not begin until 2 weeks after the training is complete.
- Notify HR of any teacher concerns or growth plans no later than October 31, 2025
- ALL growth plans must be reviewed by immediate supervisor and/or HR prior to implementation
- Recommendations for non-renewals due to HR by January 30, 2026
- Documentation of observations need to be shared with teacher **within 10 school days**
- **May 6, 2026 is the deadline to hold EOY Summative Conferences** (15th day before the last day of school)
- No formal observations on state assessment testing dates. Please refer to the Assessment Calendar when scheduling observations.
- Appraisers and teachers must electronically sign all evaluations.
- **Board policy DNA (Local) Link:** <https://pol.tasb.org/PolicyOnline/PolicyDetails?key=185&code=DNA#localTabContent>
- **Board policy DNA(LEGAL) Link:** <https://pol.tasb.org/PolicyOnline/PolicyDetails?key=185&code=DNA#legalTabContent>
- TTESS Resource Link: <https://teachfortexas.org/>
- Do not schedule observations before or after a holiday

| 2025-2026 | |
|------------------------------------|-------------------------|
| No Formal T-TESS Observation Dates | |
| Labor Day | August 29/September 2 |
| Veterans Day | November 10/November 12 |
| Thanksgiving Break | November 21/December 1 |
| Winter Break | December 19/January 7 |
| Martin Luther King, Jr. | January 16/January 20 |
| President's Day | February 13/February 17 |
| Spring Break | March 6/March 16 |
| Good Friday | April 2 |
| Battle of Flowers | April 23/April 27 |