

Timeline

- The appraisal period for each teacher includes all of the days of a teacher's contract.
- Observations during the appraisal period shall be conducted during the required days of instruction for students during one school year.

T-TESS Orientation Teachers who are new to the district, in their first year of appraisal under T-TESS, or when policy regarding appraisal has changed since the last time the teacher was provided with an orientation must complete the T-TESS Orientation no later than the final day of the first three weeks of instruction.

Goal Setting and Professional Development Plan

- For teachers who are new to the district or are in their first year of appraisal under T-TESS:
 - Goal Setting and Professional Development Plan Conference with appraiser must take place prior to submitting plan to appraiser;
 - Plan must be submitted to appraiser within the first six weeks from the date of completion of the T-TESS Orientation.
- For teachers who are not new to the district or who are not in their first year of appraisal under T-TESS:
 - Plan must be submitted to appraiser Initially drafted in conjunction with the previous year's End-of-Year Conference;
 - Revised as needed;
 - Submitted to appraiser by September 16th.
- Maintained by teacher throughout the school year
- Submitted to appraiser prior to End-of-Year Conference.

Pre-Conference

A pre-conference must be conducted with the appraiser prior to the announced observation.

Non-Observation Days

Observations are excluded during the two weeks following the date of completion of the T-TESS Orientation in school years when an orientation is required.

Post-Conference Post-Conference must be conducted within 10 working days after the completion of an observation.

Unannounced Observation occurs during the second observation window without prior scheduling.

Written Summary A Written summary of the observation is provided to the teacher within 10 working days.

End-of-Year Conference The End-of-Year Conference Period ends no later than 15 working days before the last day of instruction for students (May 5, 2023).

Summative Annual Report A copy of the Summative Annual Report must be provided to the teacher within 10 working days of the conclusion of the End-of-Year Conference, and at least 15 working days before the last day of instruction of students (May 5, 2023).



August 2022						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2022						
S	M	T	W	TH	F	S
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2022						
S	M	T	W	TH	F	S
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2022						
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28	29	30				

December 2022						
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January 2023						
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29	30	31				

February 2023						
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26	27	28				

March 2023						
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26	27	28	29	30	31	

April 2023						
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May 2023						
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 2023						
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18	19	20	21	22	23	24
25	26	27	28	29	30	

July 2023						
S	M	T	W	TH	F	S
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Please note:

- Each teacher must receive at least two formal observations and a summative evaluation each year.
- A different observer must complete each formal observation.
- One observation must be unannounced; one observation must be announced; any additional observations may be announced or unannounced.
- Every teacher creates two Student Growth Measures (SGM) to measure student growth.

Important Dates

September 16:
Deadline for Teacher Self-Assessment, Goal Setting, and Goal Setting Conference.

October 21:
Deadline for SGMs Entry and Approval.

December 9:
Deadline for Teacher documentation to HCMD.

December 16:
Deadline for Announced Formal Observation.

April 3:
Deadline for Unannounced Formal Observation.

April 28:
Deadline for SGM Final Entry.

May 5:
Last day for Summative Conferences.