

GISD Human Capital Management System

CAMPUS TEACHERS

APPRAISAL TIMELINE

2020-2021

August	Principals trained in T-PESS
August 8-6-20	GISD New Teacher T-TESS Orientation
September	All staff to verify Handbook Agreement; Computer User Agreement; Sexual Harassment update training; FERPA Training; Blood Borne Pathogen training; all teachers, principals, and assistant principals to verify Exceed Process (including T-TESS) training; all para-professionals including clerical staff to complete a self-evaluation form and return to supervisor through Frontline.
September	<p>Administrator PLC {Appraisal Requirements & Calibration}</p> <ul style="list-style-type: none">• Each teacher must receive at least two formal observations and a summative evaluation each year.• A different observer must complete each type of observation• One observation must be unannounced; one observation must be announced; any additional observations may be announced or unannounced.• Create an Evaluation Calendar scheduling appraisers and observations in Frontline.• Every teacher create two Student Learning Objectives to measure student growth.
August 10-September 18	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)
August 24-September 28	Reserve 1-hour PLC weekly for teacher & curriculum liaison to develop SLOs—2 goals

	Teachers submit the SLO Objective statement, Rationale and Pre-Test draft for approval before the SLO pretest is administered to students.
October 23	SLO Pre-test administered, SLO revisions if necessary, pretests entered in Data Management System, Principal Approves the Pre-Test Scores for the 2 required SLOs
October-December	<ul style="list-style-type: none"> * 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
September-December	Two- 5 minute Walkthroughs completed by December 19 th using the GISD walkthrough form on T-TESS program.
October 1-December 18	T-TESS Announced Formal Observation—(Bell to bell); Pre-Conference, and Post Conference must be held and documented in the T-TESS program.
December 2	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 18	COMPLETION DATE: T-TESS Announced Formal Observation
January 5-29	<p>Mid-Year Review of T-TESS/SLO Teacher Goals and Professional Development</p> <p>This must be documented in the T-TESS program.</p>
January-February	SLO Mid-Point Progress Monitoring

January-April

Two-5 minute walkthroughs completed by April 3rd using the GISD walkthrough form on T-TESS program.

T-TESS Unannounced Formal Observation—(Bell to bell), Pre-Conference, and Post Conference must be held and documented in the T-TESS program.

April 1

COMPLETION DATE: Unannounced Observation, conferences and scoring completed and entered in the T-TESS program.

April 2-April 30

SLO Post-Test administered, scores entered into Data Management System, SLOs finalized.

April 1

DUE TO HCMD: Contract list of names to Board of Trustees for proposed contract recommendations, non-renewals or terminations.

April-May 7

Must take place 15 days prior to the last day of school or before May 7

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 end of the year conference.) Complete T-TESS Summative form in the program.