

### Professional Development Appraisal System MISD Second Appraisal Policy

- A teacher may request a second appraisal after receiving a written observation summary or written summative annual appraisal report with which the teacher disagrees.
- The second appraisal must be requested within 10 working days of receiving the written report.
- Upon the teacher's request for a second appraisal, the Superintendent or designee shall select a second appraiser from the Board approved list of trained appraisers. Observations for second appraisals shall be scheduled within a two-week time frame. Domain scores from the first appraiser will be combined with the second appraiser's score. The supervisor score will count 60% of the total appraisal score while the second appraiser's score will count 40% (Policy DN/DNB).
- The teacher must be appraised for 45 minutes minimum with walk-throughs and observations conducted at the discretion of the appraiser.
- The required minimum of 45 minutes of observation may be conducted in shorter time segments if mutually agreed by teacher and appraiser. The time segments must aggregate to at least 45 minutes.
- The second appraiser shall appraise the teacher in all domains. The second appraiser shall make observations and walk-throughs as necessary to evaluate Domains I through V.
- The second appraiser shall use the Teacher Self-Report Form and cumulative data from the first appraisal to evaluate Domains VI through VIII. In the event documentation or cumulative data is not available to score criteria in Domains VI through VIII, the second appraiser will use the scores of the first appraiser in order to complete each domain.
- A written summary of each observation shall be given to teachers within 10 working days after completion of the observation with a pre- and post-observation conference conducted at the request of the teacher or appraiser.
- The appraiser is responsible for documentation of the cumulative data. Any third-party information from a source other than the teacher's supervisor that the appraiser wishes to include as cumulative data shall be verified and documented by the appraiser. Any documentation that will influence the teacher's summative annual appraisal report shall be shared in writing with the teacher within 10 working days of the appraiser's knowledge of the occurrence.
- After the appraiser and second appraiser have completed the final scoring of the PDAS instrument, each appraiser will have a summary conference with the teacher. The appraiser and second appraiser will provide copies of both summative reports to the Superintendent's designee. The designee will compute the final score based on the 60% and 40% formula. The designee will then arrange a time to provide the final document to the teacher. Both teacher and designee will sign and date the document.
- Scores on this document will reflect the final performance rating for the school year and will kept on file with the District along with the two summative reports.
- A teacher who is evaluated as unsatisfactory in one or more domains or a teacher who is evaluated as below expectations in two or more domains will be designated as a "teacher in need of assistance."
- A teacher designated as a teacher in need of assistance must have an Intervention Plan developed by the appraiser in consultation with the teacher. In the case the appraiser is not the teacher's principal, the principal shall be involved in the development and evaluation of the plan.
- An intervention plan may be developed at any time at the discretion of the appraiser when the appraiser has documentation that would potentially produce an evaluation rating of "below expectations" or "unsatisfactory".

[Texas Education Code 21.351,19 TAC 150.1005 (g)]