



## T-TESS Appraisal Calendar 2018-2019

T-TESS Orientation & Refresher Window	August 1 – 18, 2018
First Day for Walkthroughs	August 20, 2018
First Day for Formal Observations	September 10, 2018 <i>*Late Hires – 2 weeks after orientation</i>
Goal-Setting & Professional Development Plan Conferences Deadline <i>*required for teachers in the first year of appraisal under T-TESS or for teachers new to the district</i>	September 12, 2018 <i>*Late Hires – 6 weeks after orientation</i>
Goal-Setting & Professional Development Plan Part I Due to Appraiser	September 28, 2018 <i>*Late Hires – 6 weeks after orientation</i>
Last Day for Formal Observations (Probationary & Ongoing Intervention Plan)	November 30, 2018
Last Day for Formal Observations (except late-hires)	April 11, 2019
Goal-Setting & Professional Development Plan Part II and Domain IV Evidence Due to Appraiser	April 12, 2019
End-of-Year Summative Conferences Deadline	May 2, 2019
End-of-Year Summative Annual Appraisals Deadline <i>*Written Summative Annual Appraisal must be given to teacher within 10 days following the end-of-year conference</i>	May 2, 2019
<i>*Walkthroughs may be conducted and cumulative data may be obtained on any day and at any time throughout the school year.</i>	
<b>Formal Observations</b> <ul style="list-style-type: none"> <li>✓ Shall exclude the first three weeks of instruction after T-TESS Orientation.</li> <li>✓ Shall provide that the appraisal process be completed 15 working days before the last day of instruction for students.</li> <li>✓ Shall exclude classrooms scheduled for State Assessments.</li> </ul>	

**Reminder – All nonrenewal/termination contracts need to be finalized by March 8, 2019.**

Current Year			Next Year
Weeks 1-6	Weeks 6 through End-of-Year Conferences	At Least 15 Days Prior to the Last Day of Instruction	Weeks 1-6
<b>Teacher Orientation</b> (No later than the first three weeks of school and at least two weeks before the first observation)	<b>Teacher Orientation for Late Hires</b>  <b>Goal-Setting and Professional Development Plan for Late Hires</b> <ul style="list-style-type: none"> <li>- Submitted to the appraiser within six weeks from the day of the completion of the orientation.</li> </ul>	<b>End-of-Year Conferences</b> <ul style="list-style-type: none"> <li>- Review summative scores for Domains I, II and III</li> <li>- Review the data and evidence gathered throughout the appraisal year for Domain IV, including the teacher's evidence for this domain/dimensions</li> <li>- Review results of the performance of the teachers' students</li> <li>- Review potential goals and professional development plans for the next school year</li> </ul>	<b>Teacher Orientation for teachers new to T-TESS, the district, and when district policy has changed from the last orientation.</b> (No later than the first three weeks of school and at least two weeks before the first observation)
<b>Goal-Setting and Professional Development (GSPD) Plan</b> <ul style="list-style-type: none"> <li>- Submitted to the appraiser for approval within six weeks from the day of completion of the orientation.</li> <li>- A GSPD Conference is required for a teacher in the first year of appraisal under T-TESS and teachers new to the district.</li> </ul>	<b>Ongoing review of teacher and student data</b>  <b>Ongoing review of the GSPD plan to formatively assess progress towards goals, professional development impact, and teacher and student performance</b>  <b>Ongoing collection of evidence to support Domain IV</b> <ul style="list-style-type: none"> <li>- Teacher and appraiser</li> </ul>	Note: Domain 4 is not scored until after the teacher has been afforded an opportunity to present evidence related to each of the four dimensions during the end-of-year conference.	<b>Goal-Setting and Professional Development (GSPD) Plan</b> <ul style="list-style-type: none"> <li>- Returning teachers review the goal(s) established at the ECY Conference to determine if changes are needed, and submit within first six weeks of instruction.</li> <li>- New teachers are guided through the GSPD process to self-assess, develop goals, and establish a professional development plan, then submit within six weeks of the orientation.</li> </ul>
Informal observations and walkthroughs with ongoing feedback to support and develop teacher practices			
Formal observation window established per local policy – Excludes/prohibits observations in the two weeks following the orientation			