

VAN ALSTYNE INDEPENDENT SCHOOL DISTRICT
GUIDELINES FOR
PROFESSIONAL DEVELOPMENT APPRAISAL SYSTEM
2010-2011

Board Approved on 8-16-10

I. Appraisal Calendar

August 11, 2010	PDAS Orientation of new staff
August 16, 2010	Board approval of appraisers and appraisal guidelines.
September 1, 2010	Teacher Self Report Section 1 due to campus principal
September 1, 2010	Start of appraisal period.
April 7, 2011	Teacher Self Report Sections II & III due to campus principal
April 14, 2011	<i>*Last day for formal observations. [If the teacher requests a second appraiser after receiving the supervisor's written observation report, then that observation may take place after this date, but no later than May 6, 2011]</i>
April 21, 2011	Annual Summative Conferences for all teaching faculty must be completed
June 24, 2011	Copies of Summative Evaluation due to Central Office

II. Dates on Which Appraisals May Not Occur

The Board of Trustees designates the following as days in which teacher appraisals may **not** be conducted on:

- ***A day prior to, during, or after state mandated testing for the campus***
- ***A day prior to or immediately following a school holiday***
- ***A day of early dismissal from school***
- ***Any other day as approved by the Superintendent***

Note: Dates may be added or deleted if the state testing schedule changes, or if the school calendar is revised.

III. Number of Appraisals

Teachers in the Van Alstyne Independent School District will receive at least one appraisal as established by state guidelines. The principal may elect to perform more than the required classroom observations for any teacher, based on the principal's assessment of the professional needs of the teacher.

IV. Use of Appraisal Process

Van Alstyne I.S.D. will use the Professional Development and Appraisal System (PDAS) for the purpose of staff development and for contract renewal.

V. Teacher Self Report

The annual teacher appraisal shall include the completion of Section I of the Teacher Self-Report Form that shall be presented to the principal within the first three weeks after the PDAS orientation and Sections II and III are presented as part of the summative conference.

VI. Classroom Visits

Observations for appraisal purpose performed by the teacher supervisor will be in a one week window. If a second formal appraisal by another appraiser is requested by the teacher, that visit will be unscheduled.

VII. Waiver to the 45 Consecutive Minute Requirement

By mutual consent of the teacher and the appraiser, the required minimum of 45 minutes of observation may be conducted in shorter time segments. The time segments must aggregate to at least 45 minutes.

VIII. Appraisal Conferences

At the request of the teacher or appraiser, a pre-conference between supervisor and teacher shall be conducted within a reasonable period of time prior to the classroom observation.

Within ten working days of the formal observation, an appraiser shall conduct a post-observation conference with the teacher.

IX. Procedure for Documentation of Cumulative Data

During the appraisal period, the teacher's supervisor may continually evaluate and document performance related to the appraisal criteria. The supervisor will notify the teacher in writing of cumulative data that would influence the teacher's final written appraisal report. The notification shall be specific in regard to date and to the specific teacher performance. The documentation shall be shared with the teacher within seven working days of the occurrence or, in unusual circumstances, within seven working days of the supervisor's knowledge of the occurrence. The date that the teacher received the documentation shall be noted by the supervisor. This additional documentation shall be combined with, but shall not replace, data accumulated during formal observations.

Any documentation collected after the appraisal period ends but before the end of the last day of instruction of students may be considered in the teacher's final written appraisal report. Another summative conference shall be held to inform the teacher of the changes in the written assessment.

X. Teacher Response and Appeals

A teacher may submit a written response or rebuttal at the following times:

- (1) after receiving a written observation summary, or any other written documentation associated with the teacher's appraisal; and/or

- (2) after receiving a written annual summative report.

Any written response or rebuttal must be submitted within 10 working days of receiving a written observation summary, a written annual summative report, or any other written documentation associated with the teacher's appraisal. At the discretion of the appraiser, the time period may be extended to 15 working days.

A teacher may request a second appraisal by another appraiser at the following times:

- (1) after receiving a written observation summary with which the teacher disagrees; and/or
- (2) after receiving a written annual summative report with which the teacher disagrees.

The second appraisal must be requested within 10 working days of receiving a written observation summary or a written annual summative report. At the discretion of the appraiser, the time period may be extended to 15 working days.

A teacher may be given advance notice of the date or time of a second appraisal, but advance notice is not required.

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. Cumulative data may also be used by the second appraiser to evaluate other domains.

VAN ALSTYNE I.S.D. 2010-2011

*VAISD Teacher Appraisers
and Other Appraisers*

**Terry Billups- Supervisor
Ryan Coleman - Supervisor
Lanette Dyer- Supervisor
Duke Sparks- Supervisor
Karen Walker- Supervisor
Rick DeMasters- Other Appraiser**