

## Keller Administrative Regulation

Topic:	PDAS
Contact:	Penny Benz
Related Policy:	DNA
Approval Date:	October 10, 2005

### Guidelines for performance appraisal of teachers utilizing PDAS

In accordance with the Education Code 21.203, 21.352(c); 19 TAC 150.1003(a), the following guidelines shall be followed regarding performance appraisal of teachers.

#### Bi-annual appraisal cycle

- If a teacher's most recent evaluation rated the teacher as at least proficient, or the equivalent, and did not identify any area of deficiency, the teacher may be appraised every other year.
- Teachers serving on a term contract may agree to waive their annual appraisal. This waiver must be in writing on HR PDAS 001 (Attachment 1). The baseline year for determining bi-annual appraisal status was 2002-03.
- Principals, assistant principals and administrative assistants (if designated as Alternate Appraisers) will conduct evaluative walk-through observations not to exceed a maximum of four per school year on all teachers.
- Teachers who waive their appraisal shall still complete the Teacher Self-Report (TSR) Part I, II, and III and attend a summative conference.

#### Annual appraisal cycle

- Teachers new to the district or who have had a break-in-service with the district will be appraised each year.
- Teachers serving on a probationary contract will be appraised each year.
- Teachers who have transferred, either voluntarily or involuntarily, to a campus different than the campus on which they were last appraised will be appraised each year.
- Alternative year determination at new campuses shall be determined by random drawing for the second year.

#### Procedures:

- The KISD Appraisal Calendar (Attachment 2) must be followed.
- Waivers must be signed and turned in to campus principal concurrent with the Teacher Self-Report Part I no later than 3 weeks after PDAS orientation.
- Each campus shall submit a master list of teachers and status of their appraisal cycle to Human Resources by the end of the 9<sup>th</sup> week of school each school year.
- The summative conference will be documented with the standard observation form generated by the PDAS program with ratings and comments for Domains V – VIII from cumulative data.
- Appraisals and waivers (with Short Form of PDAS Summative) shall be submitted to Human Resources no later than the 1<sup>st</sup> week of June each school year.
- Teacher Self-Report along with signed copy of PDAS Long Form shall be maintained in employee campus file.