



2019-2020

Texas Teacher Evaluation Support System (T-TESS) Appraisal Calendar

Month	Action	Person(s) Responsible	Required Document
July 30, 2019 August 5-9, 2019	<ul style="list-style-type: none"> T-TESS Orientation for all new JISD teachers T-TESS Refresher for all returning JISD teachers 	<ul style="list-style-type: none"> Human Resources Principals 	<ul style="list-style-type: none"> T-TESS Training Materials
September 16, 2019	<ul style="list-style-type: none"> Teacher Goal Setting and Professional Development Plan <p>NOTE: Teachers will enter their goals in the "GOAL" tab in STRIVE. 1 Professional Growth Goal and 1 Student Growth Goal</p>	<ul style="list-style-type: none"> Teacher 	<ul style="list-style-type: none"> T-TESS Teacher Goal Setting and Professional Development Plan in STRIVE
August 26, 2019 – February 2020	<ul style="list-style-type: none"> Pre-Observation Conferences (Begin August 26, 2019, if T-TESS orientation/refresher completed at district/campus PD days) A pre-conference must be held prior to a formal observation 	<ul style="list-style-type: none"> Appraiser schedules conference 	<ul style="list-style-type: none"> No required form
August 2019 – April 2020	<ul style="list-style-type: none"> Artifacts or evidence should be collected for Domain 4 by teacher prior to the End of Year conference to be held in April and May, 2020 Informal Observation(s) to be performed (at least 15 min). 	<ul style="list-style-type: none"> Teacher collects and compiles evidence 	<ul style="list-style-type: none"> Teacher Artifacts See EOY Conference Teacher Overview (attached)
October 2019- February 2020	<ul style="list-style-type: none"> Formal Observations (45 min. minimum) will be conducted Post-observation conferences must be completed 10 days after a formal observation 	<ul style="list-style-type: none"> Appraiser conducts observation and completes appraisal form in STRIVE Teacher signs form 	<ul style="list-style-type: none"> T-TESS Observation Rubric (Domains 1-3) in STRIVE
March – April 2020	<ul style="list-style-type: none"> Artifacts and evidence must be shared with appraiser at least 10 days prior to the End of Year Summative Conference 	<ul style="list-style-type: none"> Teacher 	<ul style="list-style-type: none"> Artifacts (may be digitally sent to appraiser with prior agreement between appraiser and teacher)
	<ul style="list-style-type: none"> Complete Part 2 Goal Reflection section of the "Teacher Goal Setting and Professional Development Plan" prior to the End of Year Summative Conference which assesses Domain 4 	<ul style="list-style-type: none"> Teacher 	<ul style="list-style-type: none"> Update "Goal" tab in STRIVE to complete activities for both goals
April - May 2020	<ul style="list-style-type: none"> End of Year Summative Conference - Domain IV, Refinement, Reinforcement, and 2020-2021 Preliminary Goal Setting (By: May 6, 2020) Recommendation to teachers: Draft 2020/2021 Goals in Word document for future reference after receiving scores and reflecting on professional growth <p>Contact Human Resources with questions regarding compliance of timelines.</p>	<ul style="list-style-type: none"> Appraiser Teacher 	<ul style="list-style-type: none"> T-TESS Summative Form for Domains I-IV in STRIVE Electronic signature of: <ol style="list-style-type: none"> Teacher (first) Appraiser (second) <p>NOTE: AN ELECTRONIC SIGNATURE IS IRREVERSIBLE</p>

It is the teacher's responsibility to electronically sign required forms within specified times.

Second Appraisal: In the event of the need for a second appraisal, refer to Administrative Procedure 10 with its attachments



DO NOT OBSERVE THE DAY BEFORE OR AFTER A HOLIDAY AS FOLLOWS:

Labor Day Holiday	--	August 30, 2019/September 3, 2019
Columbus Day	--	October 11, 2019/October 15, 2019
Veteran's Day	--	November 8, 2019/November 12, 2019
Thanksgiving Break	--	November 22, 2019/December 2, 2019
Christmas	--	December 20, 2019/January 8, 2020
Martin Luther King	--	January 17, 2020/January 21, 2020
Super Bowl	--	January 31, 2020/February 4, 2020
Spring Break	--	March 6, 2020/March 16, 2020
Good Friday	--	April 9, 2020/April 12, 2020
Battle of Flowers	--	April 23, 2020/April 27, 2020

MAY 6, 2020 -- 15th day before last day of instruction and deadline to hold all summative conferences:

Important Notes:

- Testing Calendar dates will affect your ability to conduct observations with fidelity
- Documentation of observations and conferences needs to be shared with teachers **within 10 school days**
- Teachers must be given **one week window** for observations
- **Coach** teachers **up** toward growth through goal setting process
- **ALL Professional Growth Plans must be submitted to Ms. Aida Nava, HR Director prior to presenting/issuing to the teacher in need of targeted support.**