

GISD Human Capital Management System

CAMPUS TEACHERS

APPRAISAL TIMELINE

2019-2020

August	District Administrator's T-TESS tool update Review of TxCEE/T-TESS/SLO
August 8-20	GISD New Teachers T-TESS (4 hours) SLO training/TxCEE
September	All staff to verify Handbook Agreement; Computer User Agreement; Sexual Harassment update training; FERPA Training; Blood Borne Pathogen training; all teachers, principals, and assistant principals to verify TxCEE Process (including T-TESS) training; all para-professionals including clerical staff to complete a self-evaluation form and return to supervisor through Frontline.
August 12-September 20	Teacher Self-Assessment, Goal Setting and Goal Setting Conference: Review of teacher and student data to self-assess, establish goals and develop a professional development plan. Goals must use the SMART criteria and be recorded in Frontline. (Weeks 1-4)
August 26-September 27	Reserve 1 hour PLC weekly for teacher & curriculum liaison to develop SLOs—2 goals
October 18	Pre-test administered, SLO revisions if necessary, pretests entered in Data Management System, Principal Approves the SLO
October-December	* Ongoing review of teacher and student data <ul style="list-style-type: none">• Ongoing walkthroughs• Ongoing review of goals and professional development impact on teacher and student performance with recommended formative review of goals and progress toward these goals

Revised August 11, 2019

September-December	Two- 5 minute Walkthroughs completed by December 19 th using the GISD walkthrough form on T-TESS program.
October 1-December 19	T-TESS Announced Formal Observation—(Bell to bell), Pre-Conference, and Post Conference must be held and documented in the T-TESS program.
December 2	DUE TO HR: List of all staff members, including supporting documentation, in need of assistance with anticipation of non-renewal or termination—teacher notification documentation needs to be attached
December 19	COMPLETION DATE: T-TESS Announced Formal Observation
January 6-31	Mid-Year Review of T-TESS/SLO Teacher Goals and Professional Development—must be documented in the T-TESS program
January-February	SLO Mid-Point Progress Monitoring
January-April	Two-5 minute walkthroughs completed by April 3 rd using the GISD walkthrough form on T-TESS program. T-TESS Unannounced Formal Observation—(Bell to bell), Pre-Conference, and Post Conference must be held and documented in the T-TESS program.
April 1	COMPLETION DATE: Unannounced Observation, conferences and scoring completed and entered in the T-TESS program.
April 2-April 30	SLO Post-Test administered, scores entered into Data Management System, SLOs finalized.

April 1

DUE TO HR: Contract list of names to Board of Trustees for proposed contract recommendations, non-renewals or terminations

April-May 7

Must take place 15 days prior to the last day of school or before May 7

Summative--End of Year Conference to discuss final scores for Domains 1-3, review evidence for Domain 4 and discuss next year's goals and professional development plan. (Note Domain 4 is not scored in summative form until after the teacher has been afforded the opportunity to present evidence related to each of the four dimensions in the domain during the end of the year conference.) Complete T-TESS Summative form in the program.