



TEACHER APPRAISAL CALENDAR 2023-2024

T-TESS ORIENTATION New Teachers and Returning Teachers	
No later than the first three weeks of school and at least two weeks before the first observation.	
August 1 st - 3 rd	New employee orientation for new teachers
August 7 th -14 th	Professional Development- T-TESS training for returning teachers at their campus
TEACHERS HIRED AFTER July 30	
<ul style="list-style-type: none"> HR Dept. will schedule the initial T-TESS training 	<ul style="list-style-type: none"> GSPD & SLO training within the first two weeks of initial TTESS training by campus appraiser/administrator
TEACHER SELF-ASSESSMENT & GOAL SETTING PERIOD	
*September 22- GSPD submitted within six (6) weeks from the day of completion of the orientation *Late hires after July 30 will submit GSPD four weeks from the day of completion of the orientation	
INFORMAL OBSERVATION and WALKTHROUGH PERIOD	
August 15, 2023, to May 30, 2024	Informal observations/walkthroughs shall be conducted during this period for teachers hired by July 30 .
Date of Hire through May 30, 2024	Informal observations/walkthroughs shall be conducted during this period for teachers hired after July 30 .
FORMAL OBSERVATION PERIOD	
*Exclude observations in the two weeks following the day of completion of the T-TESS orientation *Formal observations begin August 29 *Late hires two weeks after completion of T-TESS, GSPD & SLO training	*Pre-conference will be conducted within five (5) days of an announced observation. *45 minutes for a teacher's appraisal will be announced by date and time.
POST-CONFERENCE PERIOD	
Within ten (10) working days of formal observation	Post-conference is required between the appraiser and teacher within ten (10) days of formal observation being conducted.
END OF YEAR CONFERENCE PERIOD	
May 3 T-TESS requires the end-of-year conference to be held at least fifteen (15) days prior to the last day of Instruction: May 8, 2024. Due to STARR/EOC - The evaluation period ends on May 3.	Last day to conduct all end-of-year conferences and provide the written summative annual appraisal report to teachers. *Evaluations due at HR Dept. no later than May 26
NO FORMAL OBSERVATIONS/INFORMAL WALKTHROUGHS FOR DATA COLLECTION	
*On the day before or after a staff/student holiday *On the days of early release for students *On Professional Development days *On days for State-mandated assessments or other standardized tests	
No Formal Observations on Sept. 1, 5, October 9, Nov. 17, 27, Dec. 18, 19, 20, January 9, Feb. 16, 20, Mar. 8, 18, 28, April 2	
No Formal Observations on State assessment days: Dec. 5-7, Apr. 22-25 & 30, May 1-8 <i>Refer to the testing calendar- Principals will determine which testing days affect their campuses and ensure that staff is advised that evaluations <u>will not</u> be conducted on those specific days.</i>	