



2020-2021

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

Month	Action	Person(s) Responsible	Required Document
August 5, 2020 August 10-12, 17-20, 2020	<ul style="list-style-type: none"> <li>T-TESS Orientation for all new JISD teachers</li> <li>T-TESS Refresher for all returning JISD teachers</li> </ul>	<ul style="list-style-type: none"> <li>Human Resources</li> <li>Principals</li> </ul>	<ul style="list-style-type: none"> <li>T-TESS Training Materials</li> </ul>
August 24 - October 16, 2020	<ul style="list-style-type: none"> <li>Teacher Goal Setting and Professional Development Plan</li> </ul> <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"> <li>Teacher</li> </ul>	<ul style="list-style-type: none"> <li>T-TESS Teacher Goal Setting and Professional Development Plan in STRIVE</li> </ul>
September 9 - February	<ul style="list-style-type: none"> <li>Pre-Observation Conferences <b>(Begin September 9, 2020 if T-TESS orientation/refresher completed at district/campus PD days)</b></li> <li>A pre-conference must be held prior to a formal observation</li> </ul>	<ul style="list-style-type: none"> <li>Appraiser schedules conference</li> </ul>	<ul style="list-style-type: none"> <li>No required form</li> </ul>
August-April	<ul style="list-style-type: none"> <li>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, 2021</li> <li>Informal Observation(s) to be performed (at least 15 min).</li> </ul>	<ul style="list-style-type: none"> <li>Teacher collects and compiles evidence</li> </ul>	<ul style="list-style-type: none"> <li>Teacher Artifacts</li> <li>See EOY Conference Teacher Overview (attached)</li> </ul>
October- February	<ul style="list-style-type: none"> <li>Formal Observations (45 min. minimum) will be conducted</li> <li>Post-observation conferences <b>must be completed 10 days after a formal observation</b></li> </ul>	<ul style="list-style-type: none"> <li>Appraiser conducts observation and completes appraisal form in STRIVE</li> <li>Teacher signs form</li> </ul>	<ul style="list-style-type: none"> <li>T-TESS Observation Rubric (Domains 1-3) in STRIVE</li> </ul>
March – April	<ul style="list-style-type: none"> <li>Artifacts and evidence must be shared with appraiser at least <b>10 days prior to the End of Year Summative Conference</b></li> </ul>	<ul style="list-style-type: none"> <li>Teacher</li> </ul>	<ul style="list-style-type: none"> <li>Artifacts (may be digitally sent to appraiser with prior agreement between appraiser and teacher)</li> </ul>
	<ul style="list-style-type: none"> <li><b>Complete Part 2</b> Goal Reflection section of the "Teacher Goal Setting and Professional Development Plan" <b>prior</b> to the End of Year Summative Conference which assesses Domain 4</li> </ul>	<ul style="list-style-type: none"> <li>Teacher</li> </ul>	<ul style="list-style-type: none"> <li>Update "Goal" tab in STRIVE to complete activities for both goals</li> </ul>
April - May	<ul style="list-style-type: none"> <li>End of Year Summative Conference - Domain 4, Refinement, Reinforcement, and 2020-2021 Preliminary Goal Setting <b>(By: May 12, 2021)</b></li> <li>Recommendation to teachers: Draft 2021/2022 Goals in Word document for future reference after receiving scores and reflecting on professional growth</li> </ul> <p>Contact Human Resources with questions regarding compliance with timelines.</p>	<ul style="list-style-type: none"> <li>Appraiser</li> <li>Teacher</li> </ul>	<ul style="list-style-type: none"> <li>T-TESS Summative Form for Domains 1-4 in STRIVE</li> <li>Electronic signature of:               <ol style="list-style-type: none"> <li>Teacher (first)</li> <li>Appraiser (second)</li> </ol> <p><b>NOTE: AN ELECTRONIC SIGNATURE IS IRREVERSIBLE</b></p> </li> </ul>

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	--	September 4, 2020/September 8, 2020
Election Day	--	November 2, 2020/November 4, 2020
Veteran's Day	--	November 10, 2020/November 12, 2020
Thanksgiving Break	--	November 20, 2020/November 30, 2020
Christmas	--	December 18, 2020/January 4, 2021
Martin Luther King	--	January 15, 2021/January 19, 2021
Super Bowl	--	February 5, 2021/February 9, 2021
Spring Break	--	March 5, 2021/March 15, 2021
Good Friday	--	April 1, 2021/April 15, 2021
Battle of Flowers	--	April 22, 2021/April 26, 2021

**MAY 12, 2021 -- 15<sup>th</sup> day before last day of instruction deadline to hold all summative conferences:**

**Important Notes:**

- Testing Calendar dates will affect your ability to conduct observations with fidelity (See next page)
- 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.**



## Judson ISD Assessment Dates

Administration Date		Assessment	E11 Deadline	Report Date
October 16	WED	SAT Testing		
December 9	MON	English I EOC	<i>December 15</i>	January 17
December 10	TUE	Algebra I EOC		
December 11	WED	English II EOC		
December 12	THU	Biology & US History EOC		
December 13	FRI	CHECK IN		
February 24 - April 3		TELPAS & TELPAS Alternate Window	<i>January 31</i>	May 22 & May 8
March 30 -April 21		STAAR Alternate 2 Window	<i>February 28</i>	May 15
March 4	WED	SAT Testing		
April 6	MON	English I EOC	<i>March 6</i>	June 3
April 8	WED	English II EOC		
April 9	THU	CHECK IN		
April 6	MON	4/7 Writing STAAR	<i>March 6</i>	June 19
April 6	MON	5/8 Math STAAR		May 1
April 7	TUE	5/8 Reading STAAR		May 1
April 9	THU	CHECK IN		
May 4 - May 15		AP Test Window		
May 4	MON	Biology EOC	<i>April 9</i>	June 3
May 5	TUE	US History EOC		
May 6	WED	Algebra I EOC		
May 8	FRI	CHECK IN		
May 11	MON	3/4/6/7 Math STAAR	<i>April 17</i>	June 19
May 11	MON	5/8 Math STAAR Retest		June 10
May 12	TUE	3/4/6/7 Reading STAAR		June 19
May 12	TUE	5/8 Reading STAAR Retest		June 10
May 13	WED	5/8 Science STAAR		June 19
May 14	THU	8 Social Studies STAAR		June 19
May 15	FRI	CHECK IN		
June 22 - June 25		Summer EOC Window	<i>May 29</i>	July 24
June 23	TUE	5/8 Math STAAR Retest	<i>May 29</i>	July 14
June 24	WED	5/8 Reading STAAR Retest	<i>May 29</i>	July 14
June 25	THU	CHECK IN		