

## Aransas Pass ISD 2024-2025 Appraisal Calendar and Procedures

<b>TTESS Teacher Orientation for all New Teachers</b>	July 31, 2024 (no later than the first three weeks of school)	
<b>Goal Setting and Professional Development Plan Conference</b>	September 15, 2024 (within six weeks after orientation)	
<b>Preconferences</b>	within 10 days prior to the formal observation	
<b>Observations Begin</b>	September 3, 2024 (at least two weeks after orientation)	
<b>Written Observation Report and Post-Conference</b>	Throughout the year (given to teachers within 10 days of observation, in-person conference mandatory)	
<b>Domain IV Collection of Evidence</b>	Ongoing (teachers submit to appraiser at least two weeks prior to end of year conference)	
<b>Observations End</b>	May 1, 2025	
<b>End of Year Conferences</b>	May 2, 2025 (15 working days prior to the end of instruction)	
<b>Summative Annual Appraisal Reports</b>	provided to the teacher within 10 days of the end-of-year conference	
<b>No observations on 1st day before or after a holiday:</b>	November 22, 2024 December 3, 2024 December 18, 2024 January 8, 2025	March 07, 2025 March 17, 2025 April 17, 2025 April 22, 2025
<b>No observations on state mandated testing days:</b>	See TEA Assessment Calendar	
<b>No observations on end of semester or end of year testing days:</b>	As per individual campus schedules	

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The following appraisers have been approved by the board as teacher supervisors and/or second appraisers:

Eunice Salazar-Banks  
Stephen Gillis  
Misty DelAngel  
Alma Williams  
Rose Tran  
Jodie Algueseva  
Joshua Rombs  
Stacy Ostrom  
Michael Todd  
Kathryn Reeves  
Heather Waugh-Hurta  
Wayne Bennett

### **Procedures:**

Appraiser must be the teacher's supervisor or an appraiser approved by the board.

An appraisal consists of a minimum of one 45 minute observation, or by mutual consent, shorter time segments which add up to 45 minutes.

Appraisals shall be based on performance in field(s) and teaching assignments for with the teacher is certified.

Observations will be scheduled by date and time of day.

Observation by a second appraiser or other extenuating circumstances may be cause for observations after the appraisal period ends.