

IMPLEMENTATION OF 2010-2011 PDAS at AUBREY ISD

1. The appraisal period for each teacher must include all of the days of the teacher's contract. The dates for the observation periods of the PDAS appraisal period shall be between **September 20, 2010** and **March 11, 2011**.
2. The appraisers for the district shall be Mr. Jeff Mulkey, Ms. Pam Brockett, Ms. Jana Lowman, Ms. Delore Jones, Mr. Richard Garner, Ms. Debby Sanders, Ms. Terrie McNabb, Ms. Karen Wright, Daryl Hellman, and Ms. Connie Lott.
3. Domain I-VIII of the PDAS will be used for contract renewal. A copy of the written report from the PDAS observation shall be given to the teacher within ten (10) working days of the observation.
4. A copy of Section I of the Teacher Self-Report form shall be presented to the principal within the first three weeks after the PDAS orientation. (A completed copy of this should be in your principal's hand no later than **September 13, 2010**.)
5. Revision of Section I (if necessary) and completion of Section 2 & 3 of the Teacher's Self Report Form shall be presented to the principal at least **two weeks prior to the summative annual conference**.
6. Documentation of cumulative data will be accomplished according to local district policy DNA.
7. A teacher may submit a written response or rebuttal at the following times: (a) After a written observation summary, or (b) After any other written documentation associated with the teachers appraisal, and/or (c) After receiving a written annual summative report. Any written response or rebuttal must be submitted within ten (10) working days of receipt of any of the above. At the discretion of the appraiser, the time period may be extended to fifteen (15) working days.
8. A teacher may request a second appraisal by another appraiser at the following time: (a) After receiving a written observation summary with which the teacher disagrees, and/or (b) After receiving a written annual summative appraisal report with which the teacher disagrees.

The second appraisal must be requested within ten (10) days of receiving the above written documents. At the discretion of the appraiser the time period may be extended to fifteen (15) working days. For more in depth information of a second appraisal option see Section 150.1005 of the PDAS Manual.
9. Appraisal instruments for the guidance counselors, nurse, and librarian shall be those recommended by TASB Personnel Services and localized by the Aubrey ISD.
10. All appraisers will be fully certified in PDAS appraisal.
11. Teacher supervisors shall be Mr. Jeff Mulkey for grades 9-12, Ms. Delore Jones for grades 6-8, Ms. Connie Lott for Brockett Elementary K-5 and Ms. Jana Lowman for Monaco Elementary PK-5. Ms. Molinar, Ms. Hinsley, Ms. Clark, and Ms. Ranton will be supervised by Ms. Terrie McNabb. Ms. Hughes, Ms. Trissell, Ms. Gutttag, Ms. Turner and Ms. Gifford will be supervised by Ms. Delore Jones. Mr. Moore (DAEP) will be supervised by Ms. Karen Wright. Ms. Stacy Davis, Ms. Crawford, and Ms. Kelly Rey will be supervised by Ms. Jana Lowman.
12. A general evaluation orientation meeting will be given no later than **August 16, 2010**.
13. State manuals and/or updates will be distributed to teachers before the appraisal period begins. It will include all state and local appraisal policies, the local appraisal calendar, and information on the requirements for the completion of the Teacher Self-Report Form.
14. The Supervisor or assigned appraiser will give teachers a **two-week** window DNA (LOCAL). Hopefully, this will give both teachers and supervisors the flexibility to work around emergencies and extenuating circumstances.
15. Observations may not be conducted on days identified in policies DNA (LEGAL) and DNA (LOCAL).
16. In case of teacher illness or other extenuating circumstances, the appropriate appraiser will reschedule the observation.
17. The rules are subject to change by state rule changes.
18. Summative conferences will take place between **February 15, 2011** and **May 6, 2011**.
19. Summative report must be to the teacher five (5) working days before the summative conference.