

2020-2021 Appraisal Calendar

Timeline

- The appraisal period for each teacher includes all of the days of a teacher's contract.
- Observations during the appraisal period shall be conducted during the required days of instruction for students during one school year.

T-TESS Orientation Teachers who are new to the district or in their first year of appraisal under T-TESS must complete the T-TESS Orientation no later than the final day of the first three weeks of instruction.

Goal Setting and Professional Development Plan

- For teachers who are new to the district or are in their first year of appraisal under T-TESS:
 - Goal Setting and Professional Development Plan Conference with appraiser must take place prior to submitting plan to appraiser;
 - Plan must be submitted to appraiser by September 18th
- For teachers who are not new to the district:
 - Plan must be submitted to appraiser initially drafted in conjunction with the previous year's End-of-Year Conference
 - Revised as needed;
 - Submitted to appraiser by September 18th
- Maintained by all teachers throughout the school year
- Submitted to appraiser prior to End-of-Year Conference.

Pre-Conference for Announced Observations

A pre-conference must be conducted with the appraiser prior to the observation.

Post-Conference Post-Conference must be conducted within 10 working days after the completion of an observation.

Written Summary A Written summary of the observation is provided to the teacher within 10 working days.

▲ **End-of-Year Conference** The End-of-Year Conference Period ends no later than 15 working days before the last day of instruction for students (May 7, 2021).

★ **Summative Annual Report** A copy of the Summative Annual Report must be provided to the teacher within 10 working days of the conclusion of the End-of-Year Conference, and at least 15 working days before the last day of instruction of students (May 7, 2021).

August 2020							September 2020							October 2020						
S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S
						1			1	2	3	4	5					1	2	3
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31
30	31																			

November 2020							December 2020							January 2021						
S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S
1	2	3	4	5	6	7			1	2	3	4	5						1	2
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23
29	30						27	28	29	30	31			24	25	26	27	28	29	30
														31						

February 2021							March 2021							April 2021						
S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S
	1	2	3	4	5	6		1	2	3	4	5	6					1	2	3
7	8	9	10	11	12	13	7	8	9	10	11	12	13	4	5	6	7	8	9	10
14	15	16	17	18	19	20	14	15	16	17	18	19	20	11	12	13	14	15	16	17
21	22	23	24	25	26	27	21	22	23	24	25	26	27	18	19	20	21	22	23	24
28							28	29	30	31				25	26	27	28	29	30	

May 2021							June 2021							July 2021						
S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S
						1			1	2	3	4	5					1	2	3
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31
30	31																			

Please note:

- Each teacher must receive at least two formal observations and a summative evaluation each year.
- A different observer must complete each type of observation.
- One observation must be unannounced; one observation must be announced; any additional observations may be announced or unannounced.
- Every teacher creates two Student Learning Objectives to measure student growth.

Holiday

Staff
Workday
(no students)

Staff
Development
(no students)

Early
Release
(Students)

Important Dates

September 18 - Deadline for Teacher Self-Assessment, Goal Setting, and Goal Setting Conference

October 23 - Deadline for SLOs Entry and Approval

December 18 - Deadline for Announced Formal Observation

April 1 - Deadline for Unannounced Formal Observation

April 10 - Deadline for SLO Final Entry

May 7 - Last day for Summative Conferences