

LOCAL  
POLICY  
INFORMATION  
**2011 – 2012**



**PROFESSIONAL  
DEVELOPMENT and  
APPRAISAL SYSTEM**

# PROFESSIONAL DEVELOPMENT AND APPRAISAL SYSTEM SPLENDORA INDEPENDENT SCHOOL DISTRICT 2011 - 2012

## TEACHER APPRAISAL CALENDAR FOR 2011- 2012

The appraisal period runs August 22, 2011 THROUGH June 1, 2012 with the first observation being no earlier than **September 19, 2011**. (However, summative conferences should be done by **May 8, 2012**.) For first year teachers, teachers on growth plans, or any other teacher about whom you are concerned, the first formal observation should be done by October 28, 2011 in order to have time to develop/monitor growth plans and allow sufficient time for improvement activities before contract recommendations have to be made. Summative conferences for these teachers should be held by March 2, 2012.

## ADMINISTRATOR APPRAISAL CALENDAR FOR 2011 – 2012

August 22, 2011 THROUGH June 1, 2012 with the first observation being no earlier than **September 19, 2011**. (However, principal summative evaluations should be completed by **April 13, 2011**.)

## GENERAL INFORMATION

**(The following information is a synopsis of the entire PDAS system. For more information, refer to the PDAS manual.)**

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

1. Shall exclude the first three weeks of instruction.
2. Shall prohibit observations on the last day of instruction before any official school holiday or on any other day deemed inappropriate by the school district board of trustees. (Local policy includes: the day before and the day after a school holiday, days scheduled for the end-of-semester or end-of-year exams, and days scheduled for TAKS or other standardized tests.)
3. **Shall indicate a period for summative annual conferences, which ends no later than 15 working days before the last day of instruction for students.**

## LOCAL POLICY GUIDELINES

1. The appraiser will set a **one-week window period** for observations.
2. At least one appraisal is required for all teachers.
3. Teachers new to the district or on one-year contracts will receive two appraisals.
4. Following each observation, each appraiser must conduct a post-observation conference.
5. Teachers may waive one observation only. Waived observations are only appropriate when circumstances exist which would make the observation inaccurate.
6. A pre-observation conference with all teachers is required. This conference can be done in a group or individually with teachers who request an individual meeting.

## SECOND APPRAISAL (LOCAL POLICY DNA)

1. Teachers who are appraised twice (for any reason) will receive an accumulative summative appraisal that will weigh the two appraisals equally. (50/50)
2. A teacher who is only evaluated once can request a second appraisal. This request must be within 10 days of receiving a written observation summary or a written summative annual appraisal report and follow other PDAS guidelines.
3. The second appraiser will be the principal or assistant principal on the teacher's campus. The principal who did not do the first appraisal will do the second appraisal.
4. A one-week window period will be set to appraise the teacher. This window period will be set by the second appraiser.
5. All domains will be appraised. The second appraiser shall make observations and walk-throughs as necessary and use the Teacher Self-Report Form and cumulative data from the first appraisal to evaluate all Domains.
6. Teachers can have more than two appraisals if the principal or superintendent deems that more appraisals are needed. The final accumulative summative appraisal will weigh all appraisals equally. (Example: four appraisals would carry a weight of 25% each.)

## TEXAS EDUCATION GUIDELINES FOR PDAS SYSTEM

- A. Each teacher must be appraised each school year. Whenever possible, an appraisal shall be based on the teacher's performance in fields and teaching assignments for which he or she is certified.
- B. The annual teacher appraisal shall include:
  1. At least one classroom observation of a minimum of 45 minutes. By mutual consent of the teacher and the appraiser, the minimum of 45 minutes of observation may be conducted in shorter segments. The time segments must aggregate to at least 45 minutes.
  2. Walkthroughs and observations conducted at the discretion of the appraiser can be used in conjunction with the 45-minute observation.
  3. A written summary of each observation shall be given to teachers within **10 working days after the completion of an observation**, with a pre-and post-observation conference conducted at the request of the teacher or appraiser.
  4. The teacher **Self-Report Form** must be presented to the principal within the first three weeks, after the principal has conducted the PDAS teacher orientation.
  5. Revision of Section I (if necessary) and completion of Sections II and III of the Teacher Self-Report Form shall be presented to the principal at least **two weeks** prior to the annual summative conference.
  6. Cumulative data of written documentation regarding job-related teacher performance, in addition to formal classroom observation.
  7. A written summative annual appraisal report.
  8. A summative annual conference.
- C. Any **third-party information** from a source other than the teacher's supervisor that the appraiser wishes to include as cumulative data shall be verified and documented by the appraiser. Any documentation that will influence the teacher's summative annual appraisal report must be shared in writing with the teacher within **10** working days of the appraiser's knowledge of the occurrence. The principal shall also be notified in writing when the appraiser is not the teacher's principal.

- D. A written annual summative report shall be shared with the teacher no later than **five** working days before the summative conference and no later than **15** working days before the last day of instruction for students.
- E. Unless waived in writing by the teacher, a summative conference shall be held within a time frame specified on the school district calendar and no later than **15** working days before the last day of instruction for students.
- F. Any documentation collected after the summative conference, but before the end of the contract term, during one school year may be considered as part of the appraisal of a teacher. If the documentation affects the teacher's evaluation in any domain, another summative report shall be developed and another summative conference shall be held to inform the teacher of the change(s).

#### TEACHER IN NEED OF ASSISTANCE

- A. A teacher whose performance meets any of the following circumstances will be designated as a "teacher in need of assistance":
  - 1. A teacher who is evaluated as unsatisfactory in one or more domains; or
  - 2. A teacher who is evaluated as below expectations in two or more domains.
- B. When a teacher is designated as a teacher in need of assistance, the appraiser and/or the teacher's supervisor shall, in consultation with the teacher, develop an intervention plan.
- C. In cases when the teacher's appraiser is not the teacher's principal, the principal shall be involved in the development and evaluation of the intervention plan.

#### APPRAISERS FOR THE 2011 – 2012 SCHOOL YEAR

Santa Alvarado  
Phelitria Barnes  
Rhonda Bell  
Kent Broussard  
John DeBrock  
Julie Gillespie  
Sally Harris  
Rick Kershner  
Brian Kroeger  
Mike Laird  
Heath Lucas  
Dale Martin  
Brandon Perry  
Marie Ramos  
Troy Reynolds  
Debbie Romines  
Derral Shelton  
Maidlen Smoot  
Tempie Smith  
Adriana Velasco

