

GISD Human Capital Management System

CAMPUS TEACHERS

APPRAISAL TIMELINE

2022-2023

August	District Administrator’s T-TESS update Review of T-TESS/SGM
August 3	GISD New Teachers T-TESS Overview
September	All staff verify Handbook Agreement; Computer User Agreement; Sexual Harassment update training; FERPA Training; Blood Borne Pathogen training; All teachers, principals, and assistant principals verify SGM Process (including T-TESS) training; All para-professionals including clerical staff complete a self-evaluation form and return to supervisor through Frontline.
August 8 - September 16	Teacher Self-Assessment, Goal Setting and Goal Setting Conference: Review of teacher and student data to self-assess, establish goals, and develop a professional development plan. Goals must use the SMART criteria and be recorded in Frontline. (Weeks 1-4)
August 22 – September 30	During PLC time, teacher and curriculum liaison meet to develop and approve SGMs—2 goals. Principal approves the SGM.
October 21	Revise SGMs if necessary based upon curriculum liaison/Administrator feedback. Administer pre-test and enter scores in Data Management System by due date.
October - December	<ul style="list-style-type: none">● Ongoing review of teacher and student data● Ongoing walkthroughs● Ongoing review of goals and professional development impact on teacher and student performance with recommended formative review of goals and progress toward these goals
September - December	Two 5-minute Walkthroughs completed by December 16 using the GISD walkthrough form in Frontline.

Updated August 11, 2022

October 3 - December 16	T-TESS Announced Formal Observation—(45 minute); Pre-Conference and Post Conference must be held and documented in the T-TESS program.
December 9	DUE TO HCMD: List of all staff members, including supporting documentation, in need of assistance with anticipation of non-renewal or termination—teacher notification documentation needs to be attached
December 16	COMPLETION DATE: T-TESS Announced Formal Observation
January 4 - 31	Mid-Year Review of T-TESS/SGM Teacher Goals and Professional Development—must be documented in the T-TESS program
January - February	SGM Mid-Point Progress Monitoring
January - April	Two 5-minute walkthroughs completed by April 3 using the GISD walkthrough form in Frontline.
January 18 – April 7	T-TESS Unannounced Formal Observation—(45 minute); Post Conference must be held and documented in the T-TESS program.
April 3	COMPLETION DATE: Unannounced Observation, post conference, and scoring completed and entered in the T-TESS program.
April 3	DUE TO HCMD: Contract list of names to Board of Trustees for proposed contract recommendations, non-renewals or terminations.
April 3 - April 28	Administer SGM Post-Tests. Enter scores into Data Management System. SGMs finalized by principals.
April 17 - May 5	Summative--End of Year Conference to discuss final scores for Domains 1-3, review evidence for Domain 4, and discuss next year's goals and professional development plan. (Note: Domain 4 is not scored in summative form until after the teacher has been afforded the opportunity to present evidence related to each of the four dimensions in the domain during the summative conference.) Complete T-TESS Summative form in Frontline.

Summative must take place 15 days prior to the last day of school- on or before May 5. The Written Summative Appraisal must be delivered to the teacher within 10 working days after the End-of-Year Conference. The last date to deliver a Written Summative Appraisal for **all** staff is: May 19, 2023.