

2017-2018 TEACHER APPRAISAL CALENDAR

YSLETA INDEPENDENT SCHOOL DISTRICT

SEPTEMBER 2017

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

OCTOBER

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

NOVEMBER

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

DECEMBER

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22

T-TESS Campus Training August 21-25, 2017
 Goal Setting Conferences for all Employees August 28-September 15, 2017
 Appraisal Period September 18, 2017 through April 27, 2018
 End of Year Conferences/Goal Setting/Summatives To be held prior to May 9, 2018
 Campus Evaluation Roundup May 21, 2018 – June 1, 2018

Walkthroughs may begin immediately



T★TESS

Texas Teacher Evaluation and Support System

*Days you may Observe in **Blue***

*Caution STAAR Testing for various grades in **Red***

JANUARY 2018

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	21
22	23	24	25	28
29	30	31		

FEBRUARY

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28		

MARCH

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

APRIL

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27

End of the Year Conferences **MUST**
be held prior to **May 4, 2018.**

Teacher Response

- Within 10 working days (Appraiser may extend to 15)
- May rebut in writing or request 2nd appraisal within 10 working days after receiving the Observation Summary or the End of Year Appraisal Report

General Information:

- All T-TESS Appraisers must be T-TESS certified and must be a Campus Principal or Assistant Principal.
- Appraisers should ensure that all teachers have been T-TESS trained prior to beginning the appraisal cycle.
- T-TESS training for teachers hired after August 18, 2017, will be trained within one month of their hire date. Please contact the Employee Quality Coordinator at extension 40547 for information. Appraisals may not begin until 3 weeks after the training is completed.
- “Teacher Response and Appeal” and “Request for Second Appraiser” information is included on the opposite side of this Appraisal Calendar.
- No appraisal observations may be conducted the day before or after a school holiday or the day of district or state testing.

Reminder:

- Share all documentation with the teacher within 10 days.
- Summative Annual Report shall be shared with the teacher no later than 15 working days before the last day of instruction.

TEACHER RESPONSE AND APPEALS

A teacher may submit a written response or rebuttal at the following times:

- a. After receiving a written observation summary, or any other written documentation associated with the teacher's appraisal; and/or
- b. After receiving a written summative annual appraisal report. §150.1005(a)

Any written response or rebuttal must be submitted within ten (10) working days of receiving a written observation summary, a written end of year annual report, or any other documentation associated with the teacher's appraisal. At the discretion of the appraiser, the time period may be extended to 15 working days. §150.1005 (b)

A teacher may request a **second appraisal** by another appraiser at the following times:

- a. for Domains I, II, and III, as identified in §150.1002(a), after receiving a written observation summary with which the teacher disagrees; and/or
- b. for Domain IV, as identified in §150.1002(a), after receiving a written end of the year annual appraisal report with which the teacher disagrees.

Within ten (10) working days of receiving a written observation summary or written end of year appraisal report, the teacher shall electronically submit the online second appraisal request form located on the Employee Relations website. This request is to include the name of the campus and name of the teacher's appraiser along with the date of receipt of the written observation summary or written summative annual appraisal report.

Within 24 hours of receipt, the Employee Relations Department will draw from the Second Appraiser Pool the names of three certified appraisers. Said names will be immediately transmitted to the teacher and the appraiser. In a telephone conference conducted by a member of the Employee Relations staff, a second appraiser will be selected by process of elimination, one name on the list eliminated by the teacher and one by the appraiser. The remaining name on the list is selected to conduct the second appraisal.

The second appraiser shall make observations and walk-throughs as necessary to evaluate Domains I through III. The second appraiser shall use cumulative data from the first appraisal to evaluate Domain VI. Cumulative data may also be used by the second appraiser to evaluate other domains. §150.1005 (j) The two appraisals will be averaged, each having equal weight.

Should the teacher desire written comments in response to the written summative annual appraisal report, said written request must be made of the appraiser within ten (10) working days of receipt of the report. The appraiser must respond within ten (10) working days of receipt of the request. A teacher desiring to present a grievance concerning his/her appraisal will utilize the procedure as outlined in District Policy DGBA and its companion regulation.