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| **Clint Askins –** Superintendent **Jamie Rouse –** HS Principal **Curt McKneely–** Elem Principal |

**Teacher Appraisal Schedule**

**2019-20**

District teachers shall be appraised annually, except teachers who are eligible for less frequent evaluations in accordance with the law and the following criteria. The eligible teacher shall:

1. have been employed by the District the number of years specified in the guidelines;
2. not be on a probationary contract; and
3. not be new to the teaching assignment

Eligible teachers will be appraised every two years. During the year that the eligible teacher is not appraised through T-TESS, he/she will continue to participate in the goal setting and professional development planning in accordance with the T-TESS timelines.

Formal Evaluations: 1

Formal Walkthroughs: 1

Informal Walkthroughs: 1

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| **Certified Appraisers:***August*  | * Campus principals, and Central office staff
* Appraisers should provide electronic copy of certificate to CO no later than August 1, 2017
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| **Teacher Orientation:***August*  | * TTESS Orientation is required for the following:
	+ the teacher new to the district;
	+ the teacher who has never been evaluated under TTESS; or
	+ when district policy regarding teacher appraisals has changed since the TTESS orientation was provided.
* Training for late hires [*as needed via campus administrator*].
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| **Goal Setting Form:***Due no later than: October 7th* | * Reinforcement and refinement goals due to appraiser
* All staff will participate in goal setting regardless of observation cycle
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| **Goal Setting Meetings:***No later than: October 7th* | * Teachers will set one professional goal based on campus/grade level data reflecting personal growth needed to achieve goal
* Goal setting meeting completed by October 7th
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| **Implementation of Goals** | * Each teacher will regularly monitor progress toward his/her goals. If the teacher needs to modify the goals, he/she should schedule an appointment with appraiser to discuss individual progress toward the goals and to obtain support
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| **Pre-Conferences** | * Pre-conference prior to formal observation – no later than 3 calendar days prior to the observation window
* Guiding questions should:
	+ Clarify lesson design and expectations
	+ Address pertinent information about lesson and students
	+ Focus on rubric and how the lesson may be rated as it is designed
	+ Focus on student achievement and professional growth/goals
 |
| **Observations:***September 3 –**April 6* | * One formal observation – September 1 – April 6
	+ Full lesson cycle
	+ Minimum 45 minutes
	+ By mutual consent of the teacher and appraiser the observation may be conducted in shorter time segments equaling an aggregate to at least 45 minutes.
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| **Post Conferences***\*No later than: April 27* | * \***Post conference should be held within 2 working days after formal observation** [*no more than 10 days after*]
* Provides teachers opportunities to self-reflect on the execution of their lessons with guidance and support from the administrators or teacher leaders who conducted the evaluation, including the impact on student performance
* Results are used to inform and guide the teacher’s future practices and growth.
	+ Complete Post Conference Plan
		- Follow post conference cycle
			* Introduction
				+ Greeting
				+ Review
				+ General impression questions
			* Reinforcement
				+ Dimension
* Questions
* Evidence
* Refinement
	+ Dimension
	+ Questions
	+ Evidence
	+ Recommendations
* Review Rating
* Reinforcement and refinement goals set
 |
| **Informal Walkthroughs** | * Minimum of 1 Informal walkthrough will be completed for each teacher
* Short 5 – 7 minutes
 |
| **Formal Walkthroughs** | * Minimum of 1 Formal walkthroughs will be completed for each teacher
* 12 – 15 minutes
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| **EOY Conferences****\*No later than: May 8** | * Opportunity for the appraiser and the teacher to summarize the observations for Domains 1-3, formalize the evidence and score for Domain 4, and
* Discuss next year’s goal(s), and professional development plan.
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| **Collecting and Maintaining Evidence** | * Appraiser may collect scripted evidence according to personal style [written/electronic]
* Evidence will be categorized on observation form or notes [walk through forms and observation]
* Keep all evidence notes in a secured place
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| **Who to Appraise** | * All teachers who design and deliver instruction
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| **Teacher Response/Rebuttal** | * Within 10 working days of receiving a written observation summary, a written summative annual appraisal report, or other written documentation associated with the teacher’s appraisal
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| **Request for Second Appraisal** | * Within 10 working days of receiving a written observation summary or a written summative annual appraisal report

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| **Black Out Days** | * Early release days
* Instructional day before a holiday
* Bad weather days
* Last day of instruction prior to the administration of standardized testing
* During administration of standardized testing
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