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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 |
| **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*]. |
| **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 |
| **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 |
| **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 |
| **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. |
| **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 |
| **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. |
| **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 |
| **Who to Appraise** | * All teachers who design and deliver instruction |
| **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 |
| **Request for Second Appraisal** | * Within 10 working days of receiving a written observation summary or a written summative annual appraisal report |
| **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 |