

T-TESS Implementation 2018-2019 for Principals

Key Points	Recommendations	
Certified Appraisers	<ul style="list-style-type: none"> • All Campus Administrators • Human Resources 	
TTESS Orientation *No later than the first three weeks of school and at least two weeks before the first observation	<ul style="list-style-type: none"> • T-TESS and goal setting refresher orientation completed during campus PD by August 10, 2018. • New hires with or without experience and no previous T-TESS training must attend orientation (June 28, July 10, July 24) • TTESS training for late hires (August 28) 	
Teacher Professional Goal/Student Learning Objective Conference (TPG/SLO) *Submitted to the appraiser for approval within six weeks from the day of completion of the T-TESS orientation. *A TPG/SLO conference is required for a teacher in their first year of TTESS and teachers new to the district.	<p>All teachers set one professional goal (TPG) that is both student-centered (SLO) and focused on teacher growth. Teachers will identify and establish the goal with conversation and guidance from appraiser.</p> <p><u>Timeline</u></p> <ul style="list-style-type: none"> • New teachers submit completed goal setting forms to administrator by Friday, September 7, 2018. Returning teachers will review the goals established at the end of year summative to determine if changes are needed and submit in Strive by Friday, September 7, 2018. • Administrators complete TPG/SLO conferences by Friday, September, 21, 2018. Discuss completed goals form and professional development plans <ul style="list-style-type: none"> o Appraiser engages in exploration of purpose, components, and attainability of the goal o Discuss connections to student learning (SLO) and teacher growth tied to SLO o Discuss and answer any questions about timeline or professional learning suggestions • After the goal meeting, principals should approve the teacher's professional goal in Strive by Friday, September 21, 2018. (All teachers participate – even those on rotation) <p><u>Ongoing</u></p> <ul style="list-style-type: none"> • Progress, Reinforcement and Refinement: Teachers are to complete throughout the year taking note of progress being made toward goal, as well as any reinforcement and refinement goals set with the appraiser during observation post-conference(s)/walkthroughs. • Collection of evidence to support Domain IV (Professional Practices and Responsibilities) 	

Observation Window	<p>August 27, 2018 - April 18, 2018</p> <p>Announced/Unannounced Observations</p> <ul style="list-style-type: none"> • At least one classroom observation of a minimum of 45 minutes is required annually • Administrators choice to conduct announced or unannounced observations • Post conferences required for both announced or unannounced observations (cannot be waived by either party) • Pre conference required ONLY for announced observations. It is recommended that teachers be given 7 business days prior notice for announced observations • All observation documents require electronic signatures from both the teacher and appraiser • By written mutual consent, observations may be conducted in shorter time segments (must complete District form) <p>Helpful Reminders:</p> <ul style="list-style-type: none"> • Walk-throughs do require a written summary and should be shared within 10 working days • During observations or walk-throughs, zero in on areas of refinement, reinforcement and the teacher's goal • Pre and post conferences serve as informal conversations focused on growth • Any data gathered during an observation or walk-through that may impact the teacher's summative appraisal ratings must be shared in writing within 10 working days from the date of the observation/walk-through. 	
Pre-Conferences	<ul style="list-style-type: none"> • Pre-Conferences only required with announced observations • Prepare guided questions for Pre-Conference <ul style="list-style-type: none"> Guiding Questions should: <ul style="list-style-type: none"> ▪ Clarify lesson design and expectations ▪ Address pertinent background information about unit and lesson, as well as students in the class ▪ Prompt teacher to reflect on the rubric and how the lesson may be rated as it is designed ▪ Guiding question resources available at www.teachfortexas.org : Select Evaluation Process Tab – Pre-Conference Questions 	
Post-Conferences *cannot be waived by either party	<ul style="list-style-type: none"> • Post conference shall be conducted within 10 working days from the date of the observation (recommended as close to observation as possible) • Appraisers should share ratings for Domains 1, 2, and 3 with the teacher during the post-conference but not yet release the observation document for viewing by the teacher nor for electronic signature in Strive until <u>AFTER</u> the post-conference has been held. • Prepare Post-Conference plan / notes • Follow Post-Conference Cycle (Introduction: Greeting, Review, General Impression Questions; Reinforcement: dimension, questions, evidence; Refinement: dimension, questions, evidence, recommendations; Review Ratings) • Reinforcement and Refinement (R&R) goals set after first observation during Post-Conference • Focus of conference is on guiding teacher reflection and professional growth • Do <u>not</u> score Domain 4 until End of Year Conference 	

	<ul style="list-style-type: none"> At the post conference, an appraiser can allow for a revision to an area for reinforcement or refinement based on the discussion with the teacher and any other evidence the appraiser might collect. If additional evidence is shared at the post-conference that warrants a change in ratings, this can be done following the post-conference. Revisions are made on the observation document in Strive and then shared for viewing and electronic signature from the teacher. Additional observations and walk-throughs do not require a post-observation conference, but they still require a written summary to be shared with the teacher within 10 working days. Guiding question resources available at www.teachfortexas.org : Select Evaluation Process Tab – Post-Conference Questions 	
Informal Observations – Walkthroughs & Additional Observations	<ul style="list-style-type: none"> Additional walkthroughs and observations may be conducted at the discretion of the appraiser Additional observations and walk-throughs do not require a post-observation conference, but they still require a written summary to be shared with the teacher within 10 working days. Walkthroughs can be used as learning and formative review opportunities for teachers Use walkthrough forms available in Strive Any data gathered during an observation or walk-through that may impact the teacher’s summative appraisal ratings must be shared in writing within 10 working days. 	
Summative Appraisal End of Year Conference All summatives are to be completed in Strive by Friday, May 3, 2019. This includes the in-person conference and electronic signatures by both parties. Summatives cannot be waived by either party.	<p>Begin holding summative appraisals by April 1, 2019</p> <ul style="list-style-type: none"> End of year conferences must be completed no later than 15 working days before last day of instruction: May 3, 2018 Written annual appraisal provided within 10 working days of conclusion of conference Review evidence related to Domains 1, 2, and 3 Review evidence of progress toward the TPG/SLO for 2018-2019 DO NOT SCORE DOMAIN 4 until the teacher has been afforded the opportunity to provide evidence of the dimensions in Domain 4 at the conference. Once that has happened, you will score and release for viewing and electronic signature from the teacher. Identify potential goals and professional development plans for 2019-2020 school year <p>Please contact your Assistant Director in HR if an employee refuses to sign an evaluation or if the employee is on leave for the rest of the year.</p>	
Collecting and Maintaining Evidence	<ul style="list-style-type: none"> Appraiser may collect scripted evidence according to personal style (by hand or electronically in Strive) Evidence will be categorized on observation form within Strive Option to script within Strive – employee will not see your scripted information. You may also keep hand-written scripted evidence in secure physical file for up to 3 years. Any documentation that will influence a teacher’s summative appraisal must be shared with the teacher in writing within 10 working days of the appraiser’s knowledge of the occurrence. 	
Who to Appraise	<ul style="list-style-type: none"> Appraise teachers who design and deliver instruction 	

	<ul style="list-style-type: none"> • All teachers on a probationary contract should be appraised with TTESS by December 20, 2018. • An appraisal rotation schedule is allowed for teachers that meet the following criteria: <ul style="list-style-type: none"> Agree in writing to receiving a full appraisal less frequently (must complete District form) Term teachers that earned 9 of 16 proficient dimension ratings Did not receive any rating of Improvement Needed on prior year appraisal. A teacher on a rotation schedule must receive the full appraisal (observation, goal setting, & professional development) at least once during each period of 3 school years. • <u>All teachers</u> will set goals and participate in professional development even in rotation “off” years • Split positions: if you have a position that is split between schools – collaborate with other campus principal. <p><u>Do Appraise:</u></p> <p>Classroom teachers Regional Day School Teachers/Instructors Intervention Specialist at the campus level only Instructional Specialist at the campus level only</p>	
Who Should Use Alternate Appraisal Instrument	Counselors Nurses Librarians Athletic Trainers LSSP Diagnosticians Speech Language Pathologists Physical Therapists Occupational Therapists Interpreters Campus Administrators Special Education Department Head (not a teacher of record) Questions on other positions not identified please email or call Melissa Cobb, Tawn King, or Clint Poole	

Strive Link	<ul style="list-style-type: none">• Link to Strive https://appraise.pisd.edu	
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