

## 2022-2023 T-TESS Calendar

<b>All teachers will be appraised at least every three years using T-TESS in accordance to Pine Tree ISD Board Policy DNA(LOCAL)</b>	
<b>APPRAISAL ACTIVITIES</b>	<b>DATE</b>
<b>T-TESS Calendar Adopted by PTISD Board of Trustees</b>	<b>August 8, 2022</b>
<b>T-TESS TRAINING (Mandatory)</b>	<b>TRAINING DATE</b>
<b>Initial T-TESS Training for New Teachers who attend new teacher orientation.</b>	<b>August 5, 2022</b>
<b>Initial T-TESS Training for New Teachers Hired after August 5, 2022</b> T-TESS Training will be conducted by the Curriculum & Instruction Department. Contact Dr. Lisa Mullins	Teachers hired after August 5, 2022 must receive T-TESS training <b>within three weeks from hire date. Notify Dr. Mullins of any new hires.</b>
<b>T-TESS Refresher Training for Returning Teachers</b> Training materials will be provided to the campus principal by the Curriculum & Instruction department via Responsive Learning.	<b>August 9 - 19, 2022</b> Designated On-Campus Training Date for one hour online Refresher.
<b>Walk Throughs</b>	As early as <b>August 24, 2022</b> informal T-TESS Walkthroughs can begin immediately upon completion of T-TESS Orientation or Refresher.
<b>Goal-Setting and Professional Development Plan</b>	<b>DUE DATE</b>
<b>The Teacher self-assessment, goal setting, and professional development process are all interwoven and applied throughout the school year to positively impact each teacher's professional practices and ultimately increase student performance.</b>	
<b>Goal-Setting and Professional Development Plan (PDP), Student Learning Objectives (SLO)</b> A teacher who is new to the District or who is in the first year of the appraisal process will formulate targeted goals and a professional development plan no later than the first nine	

<p>weeks from the date of the teacher's T-TESS orientation. The teacher shall then schedule an in person goal-setting conference with his/her appraiser prior to the final submission in DMAC.</p> <p><b>Returning teachers must also complete their Goals, Professional Development Plan, and SLO</b> no later than the first six weeks from the first day of school.</p> <p>Late hires should submit their Goal Setting, Professional Development Plan, and SLO no later than six weeks from the date of the teacher's completion of T-TESS orientation or refresher.</p>	<p><b>No later than October 3, 2022 for returning teachers</b></p> <p><b>No later than October 14, 2022 for teachers new to the district or who are in their first year</b></p>
<p><b>Implementation of Goals</b></p> <p>Each teacher will regularly monitor progress toward his or her goals. If the teacher feels the goal needs to be modified, the teacher should make an appointment with his or her appraiser to discuss individual progress toward his or her goals and/or obtain additional support. Discussion of progress of goals met or not met will be discussed during the end of the year conference for all teachers.</p>	<p><b>On Going</b></p>
<p><b>OBSERVATION PRE-CONFERENCE AND OBSERVATION</b> <span style="float: right;"><b>DUE DATE</b></span></p>	
<p>The pre-conference will provide the teacher an opportunity to demonstrate his or her knowledge and skills for the planning domain and its correlating dimensions. The conference is primarily focused on the upcoming observation and what the teacher has planned to ensure that the instruction objective(s) are met. Teacher's designated as receiving appraisals every three years will receive walk-through observations, but not formal T-TESS observations as listed below.</p>	
<p><b>Observation Pre-Conference</b></p>	<p>No later than three calendar days (not instructional days) prior to the ten day observation window.</p>
<p><b>Formal Observation Announcement Window</b></p> <p><b>NOTE: a formal observation cannot be completed prior to the 14th day following a teacher's T-TESS orientation.</b></p>	<p>The formal observation window should be announced at least three calendar days prior to a ten day observation window.</p>
<p><b>45 Minute Observation</b></p>	<p>No later than <b>Friday, March 10, 2023</b></p>
<p><b>45 Minute Observation for Late Hire</b></p>	<p>A formal observation cannot be completed</p>

<b>Teachers</b>	prior to the 14th day following a teacher's T-TESS orientation
<b>Observation Post Conference</b>	Shall be conducted within <b>10 working days</b> after the completion of the 45 minute observation.
<b>Written Observation Report</b>	Provide the written observation report at the conclusion of the post conference.
<b>WRITTEN SUMMATIVE AND END OF YEAR CONFERENCE</b>	
<b>Written Summative Annual Appraisal Report, including Returning Teachers not Designated as Receiving Appraisals Every Three Years</b>  <a href="#"><u>Information for Summative for Every Three Year Appraisals</u></a>	The written summative annual appraisal report shall be shared with the teacher within 10 working days following the conclusion of the end of year conference, but no later than 15 working days before the last day of instruction.
An end of year conference shall be held no later than 15 working days before the last day of instruction for students.	<b>Wednesday, May 3, 2023</b>
<b>TEACHER RESPONSE AND APPEALS</b>	
<b>Teacher Response/Rebuttal (optional)</b>	Within 10 working days of receiving a written observation summary, a written summative annual appraisal report, or any other written documentation associated with the teacher's appraisal.
<b>REQUEST FOR SECOND APPRAISAL BY TEACHER</b>	
<b>Teacher Request for Second Appraisal</b>	<b>Refer to Board Policy DNA(LEGAL)</b>
<b>BLACK OUT DATES</b>	
<b>Formal observations may not be conducted on the following days:</b>	
<b>Early Release Days</b>	
<b>Instructional Day Before Any School Holiday (Including Thanksgiving Break, Christmas Break and Spring Break)</b>	
<b>Bad Weather Make-up Days</b>	
<b>Any days scheduled for end of semester or end of year/course examinations</b>	

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Updated 08-03-2022

<b>Last day of instruction prior to the administration of standardized tests</b>
<b>During Administration of standardized tests</b>
<a href="#">19 TAC Chapter 150. Commissioner's Rules Concerning Educator Appraisal</a>