



## TEXAS TEACHER EVALUATION AND SUPPORT SYSTEM (T-TESS)

2016-2017

### LOCAL PROCEDURES FOR APPROVED APPRAISERS, TEACHER RESPONSES/REBUTTALS, REQUESTS FOR SECOND APPRAISALS, AND OTHER LOCAL ISSUES

#### APPROVED APPRAISERS

All campus principals and assistant principals who have met all certification requirements to be a T-TESS appraiser are approved to serve as T-TESS appraisers. In addition, second appraisals may be performed by central office instructional support personnel who are T-TESS certified. These persons include executive directors, directors, assistant directors, and coordinators. Classroom teachers who participated in T-TESS training may be used for staff development and as resource persons for other teachers, but will not be used as appraisers.

#### WRITTEN RESPONSES/REBUTTALS

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

- for Domains I, II and III after receiving a written observation summary or any other written documentation related to the ratings of those three domains or
- for Domain IV and for the performance of the teacher's students after receiving a written summative annual appraisal report.

*Any written response or rebuttal must be submitted within ten (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.*

#### REQUESTS FOR SECOND APPRAISALS

A teacher may request a second appraisal by another certified appraiser from outside the teacher's campus at the following times:

- for Domains I, II, and III after receiving a written observation summary with which the teacher disagrees; or
- for Domain IV and for the performance of the teacher's students after receiving a written summative annual appraisal report with which the teacher disagrees.

The second appraisal must be requested within ten (10) working days of receiving a written observation summary or a written summative annual appraisal report. The second appraiser shall make observations and walk-throughs as necessary to evaluate the dimensions in Domains I-III or shall review the Goal-Setting and Professional Development Plan for evidence of goal attainment and professional development activities. When applicable, cumulative data may also be used by the second appraiser to evaluate other dimensions.

## APPRAISAL PROCESS GRIEVANCES

The Pasadena Independent School District has provided a written policy establishing a procedure for teachers to present grievances regarding the evaluation process. The purpose of this policy is to provide employees an orderly process for the prompt and equitable resolution of complaints. The Board of Education intends that, whenever feasible, complaints can be resolved at the lowest possible administrative level. The Board has the authority to review the educational judgment of an appraiser regarding denial of credit and may award credit only if the appraiser's educational judgment was clearly erroneous or an abuse of discretion. Teachers may refer to Board policies DGBA (LEGAL) and DGBA (LOCAL) concerning employee complaints to address grievances related to the appraisal process.

## OTHER LOCAL IMPLEMENTATION PROCEDURES

### Teacher Orientation Sessions:

Each campus is required to review T-TESS implementation procedures with all teachers prior to beginning the evaluation process. All teachers shall attend T-TESS orientation no later than the first three (3) weeks of school and at least two (2) weeks before the first observation when;

- the teacher is new to the district;
- the teacher has never been appraised under the T-TESS; or
- district policy regarding teacher appraisal has changed since the last time the teacher was provided a T-TESS orientation

Teacher orientation shall be conducted in a face-to-face setting during the district's first year of T-TESS implementation and include all state and local appraisal policies and the local appraisal calendar. New teachers must receive T-TESS training within three (3) weeks of their start date. T-TESS orientation may include online materials in addition to a face-to-face training session.

In addition to the orientation, campuses may hold other sessions allowing teachers to actively participate in a discussion of T-TESS specifics and to have their questions answered.

### Pre-conferences:

All teachers in the first year of appraisal under the T-TESS or teachers new to the district must conference concerning their Goal-Setting and Professional Development Plan prior to the teacher submitting the plan to the teacher's appraiser. After a teacher's first year of appraisal under the T-TESS within the district, an observation pre-conference must be conducted prior to announced observations.

### Goal-Setting and Professional Development Plan:

The annual teacher appraisal shall include a completed and appraiser-approved Goal-Setting and Professional Development Plan.

For teachers in the first year of appraisal under the T-TESS or teachers new to the district, the plan must be submitted to the teacher's appraiser within the first six (6) weeks from the day of completion of the T-TESS orientation. Plans initially drafted in conjunction with the teacher's end-of-year conference from the previous year and revised as needed for the current school year, shall be submitted to the teacher's appraiser within the first six (6) weeks of instruction. The plan is maintained throughout the school year by the teacher to track progress of goals and professional development activities in the approved plan and is to be shared with the teacher's appraiser prior to the end-of-year conference. The plan will be used after the end-of year conference in the determination of ratings for the goal setting and professional development dimensions of the T-TESS rubric.

### Cumulative Data:

Any documentation that will influence the teacher's summative annual appraisal report must be shared in writing with the teacher within ten (10) working days of the certified appraiser's knowledge of the occurrence. The principal shall also be notified in writing of the cumulative data when the certified appraiser is not the teacher's principal.

#### Formal Classroom Observations:

Formal classroom observations must be at least 45-minutes in duration. This 45-minute period may be divided into shorter segments only with the mutual consent of both the teacher and the teacher's supervisor. Notice of at least two (2) working days will be given before any formal observations. Informal walk-throughs require no advance notice.

#### Observation Post Conferences:

An observation post-conference shall be conducted within ten (10) working days after completion of an observation. The conference is diagnostic and prescriptive in nature. A written report of the rating of each dimension observed is presented to the teacher after a discussion of the areas for reinforcement and refinement. This can allow for, at the discretion of the appraiser, a revision to an area based on the post-conference discussion.

#### End-of-Year Conferences:

A written summative annual appraisal report shall be provided to the teacher within ten (10) working days of the conclusion of the end-of year conference. The end-of-year conference shall;

- review the appraisal data collected throughout the school year
- examine and discuss evidence related to the teacher's performance of Domain IV
- examine and discuss evidence related to the performance of the teacher's students and,
- identifies potential goals and professional development activities for the teacher for the next year.
- be held no later than fifteen (15) working days before the last day of instruction for students.

#### Less Than Full Annual Appraisal (Waiver):

Except as otherwise provided by this subsection and described in PISD Board Policy DNA (Local), a full appraisal must be done each school year. A teacher may receive a full appraisal less frequently if the teacher agrees in writing and the teacher's most recent appraisal meets T-TESS or PISD requirements for less than annual evaluations. T-TESS requires that a teacher's most recent full appraisal resulted in the teacher receiving summative ratings of at least proficient on nine of the sixteen dimensions of T-TESS and did not identify any area of deficiency defined by a rating of Improvement Needed or the performance of the teacher's students.

A teacher must receive a full appraisal at least once during each period of five (5) school years.

PISD Board Policy DNA (Local) establishes district requirements for less than annual appraisals.

#### To be eligible for less than annual evaluations under the T-TESS a teacher shall:

- Be employed on an educator term contract;
- Be assigned to a campus with a rating no lower than "acceptable";
- Have received an Exceeds Expectations rating in six of the eight PDAS domains on the last three consecutive full PDAS appraisals, including ratings of Exceeds Expectations in all Domains I-IV; and
- Have been employed by the District as a teacher for the last three consecutive years.

In a year in which a teacher does not receive a full appraisal due to meeting the requirements of T-TESS or PISD Board Policy, a teacher shall participate in the Goal-Setting and Professional Development Plan process and a modified end-of-year conference that addresses the progress on the Goal-Setting and Professional Development Plan, the performance of the teacher's students, and the following year's Goal-Setting and Professional Development Plan.

**2016-2017 APPRAISAL CALENDAR  
TEXAS TEACHER EVALUATION AND SUPPORT SYSTEM (T-TESS)  
PASADENA INDEPENDENT SCHOOL DISTRICT**

**September 2, 2016**

Deadline for T-TESS face-to-face teacher orientation for all teachers new to the district or that have never been appraised under the T-TESS. All teachers will receive face-to-face orientation during the district's first year of implementation. If a teacher has a later start date, the teacher must receive T-TESS orientation within three (3) weeks of their start date. T-TESS orientation may include online materials in addition to face-to-face training session.

**September 19, 2016**

Formal classroom observations may begin for teachers that have completed T-TESS orientation. Notice of at least two (2) working days will be given before any formal observations. Walk-throughs and other documentation possibly impacting a teacher's appraisal may be conducted at any time during the school year. After a teacher's first year of appraisal under T-TESS within the district, an observation pre-conference shall be conducted prior to announced observations.

**Observations may not be conducted on the days immediately before or after school holidays, days scheduled for end-of-semester or end-of-year exams, or days scheduled for state-mandated or other standardized tests.**

**These dates include but are not limited to: November 18, 28; December 15-16; January 4; March 10, 20; April 13,18; and May 26-June1**

An observation post-conference shall be conducted within ten (10) working days after completion of an observation. The conference is diagnostic and prescriptive in nature. A written report of the rating of each dimension observed is presented to the teacher after a discussion of the areas for reinforcement and refinement. This can allow for, at the discretion of the appraiser, a revision to an area based on the post-conference discussion.

The teacher may request a second appraisal by another appraiser within (10) working days of receiving a written observation summary or written summative annual appraisal report in which the teacher disagrees.

**April 25, 2017**

Deadline for End-of-Year conference.

A written summative annual appraisal report shall be provided to the teacher within ten (10) working days of the conclusion at the end of year conference but no later than 15 working days before the last day of instruction.

**May 9, 2017**

Deadline for written summative annual appraisal report.

A written summative annual appraisal report shall be provided to the teacher within ten (10) working days of the conclusion at the end of year conference but no later than 15 working days before the last day of instruction.

