

2022-2023 Performance Management Tasks and Timelines for Appraisers

| EMPLOYEE GROUP | | TEACHERS | MEDIA SPECIALISTS | COUNSELORS | ASSISTANT PRINCIPALS | PRINCIPALS | CAMPUS & CENTRAL PROFESSIONAL, SUPPORT, & OPERATIONS STAFF | |
|--|-------------|--|--|--|---|---|---|--|
| EVALUATION INSTRUMENT | | Teacher Excellence Initiative (TEI) tei.dallasisd.org | Dallas Librarian Appraisal (DLA) dallasisd.org/Page/41982 | School Counselor Appraisal Instrument (SCAI) dallasisd.org/Page/41974 | Assistant Principal Excellence Initiative (APEI) dallasisd.org/Page/41973 | Principal Excellence Initiative (PEI) dallasisd.org/Page/41972 | Career Management System (CMS) dallasisd.org/domain/13476 | IDENTIFIED DIVISIONS: Central Staff Excellence Initiative (CSEI) dallasisd.org/csei |
| PHASE 1 (BOY) Goal Planning Conference | Dates | Aug 29 – Oct 7, 2022 | Aug 29 – Oct 7, 2022 | Aug 29 – Oct 7, 2022 | Aug 29 – Oct 7, 2022 | Aug 8 – Aug 26, 2022 | Aug 29 – Oct 7, 2022 | |
| | Action Item | <ul style="list-style-type: none"> - Approve SLO goal - Review PDP - Conduct conference | <ul style="list-style-type: none"> - Review goal - Conduct conference | <ul style="list-style-type: none"> - Review principal / counselor goal - Conduct conference | <ul style="list-style-type: none"> - Review specific goal - Conduct conference | Check Point 1 <ul style="list-style-type: none"> - Review focus indicators - Conduct conference | <ul style="list-style-type: none"> - Review employee goal(s) - Conduct conference | |
| PHASE 2 (MOY) Mid-Year Checkpoint/ Review | Dates | By Dec 21, 2022 | Jan 17 – Feb 28, 2023 | Jan 17 – Feb 28, 2023 | Jan 16 – Feb 28, 2023 | Oct 17 - 28, 2022 | Jan 17 – Feb 28, 2023 | |
| | Action Item | Complete half of required spots | Employee completes self-report | <ul style="list-style-type: none"> - Employee completes self- review - Conduct mid-year Performance Evaluation Conference - Review Goal Progress | <ul style="list-style-type: none"> - Employee completes self- review - Conduct mid-year Performance Evaluation Conference - Review Goal Progress | Check Point 2 Employee completes self-review | <ul style="list-style-type: none"> - Employee completes self-review - Conduct mid-year Performance Evaluation Conference - Review Goal Progress | |
| | | | Jan 10 - Mar 31, 2023 | | | Check Point 3 <ul style="list-style-type: none"> - Conduct mid-year Performance Evaluation Conference - Review Goal Progress | | |
| PHASE 3 (EOY) Performance Evaluation, Goal Accomplishment, Conference | Dates | April 27, 2023 (Summative) May 22, 2023* (SLO) | May 1 – Jun 20, 2023 | May 1 – Jun 20, 2023 | May 22 – Jun 9, 2023 | May 22 – Jun 23, 2023 | May 1 – Jun 20, 2023 | |
| | Action Item | <ul style="list-style-type: none"> - Teachers submit SLO Goal Accomplishment by May 22 - Conduct & Submit Extended Observation & Conference by April 13 - Complete Summative Performance Evaluation & Conference by April 27 - Summative Rebuttal window May 1 – 12 <p><small>* Extended Campus deadlines may vary; see TEI Calendar</small></p> | Complete End-of-year Performance Evaluation & Conference | <ul style="list-style-type: none"> - Counselor quantifies results of Goals - Review Goal results - Complete End-of-year Performance Evaluation & Conference | Complete End-of-year Performance Evaluation & Conference | Check Point 4 Complete Summative Performance Evaluation & Conference | <ul style="list-style-type: none"> - Rate evidence of Employee Performance aligned to Rubric Indicators (CMS Leadership Rubric OR CSEI Performance Rubric) - Score Goal Accomplishment (CMS progress measure OR CSEI Goals Rubric) - Conduct Conference + - <i>CSEI appraiser calibration sessions for Identified Divisions</i> | |
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