



**TALENT
MANAGEMENT**

UPDATED 8.8.2022

2022-2023 PERFORMANCE MANAGEMENT TASKS AND TIMELINES

EMPLOYEE GROUP		TEACHERS	ASSISTANT PRINCIPALS	PRINCIPALS
EVALUATION INSTRUMENT <i>(all housed in Eduphoria)</i>		Texas Teacher Evaluation & Support System (T-TESS) www.fwisd.org/ttess	Texas Principal Evaluation & Support System, modified for Assistant Principals (T-PESS for APs) www.fwisd.org/tpess	Texas Principal Evaluation & Support System (T-PESS) www.fwisd.org/tpess
PHASE 1 (BOY) Goal Planning Conference	Dates	August-September	August-September	August-September
	Employee Actions	<ul style="list-style-type: none"> - Attend Annual T-TESS Update or Orientation - Complete Self-Reflection and Create/Revise Goals 	<ul style="list-style-type: none"> - Attend Annual T-PESS Update - Complete Self-Reflection and Creates Goals 	<ul style="list-style-type: none"> - Attend Annual T-PESS Update - Complete Self-Reflection and Creates Goals
	Appraiser Actions	<ul style="list-style-type: none"> - Present Annual Update to Returning Teachers - Have New Teachers Register for T-TESS Orientation - Review & Approve Goals - Conduct BOY Conference 	<ul style="list-style-type: none"> - Review & Approve Goals - Conduct BOY Conference 	<ul style="list-style-type: none"> - Review & Approve Goals - Conduct BOY Conference
PHASE 2 (MOY) Mid-Year Checkpoint Review	Dates	December - February	December - February	December - February
	Appraiser Actions	<ul style="list-style-type: none"> - Review Goal Progress - Conduct MOY Performance - Evaluation Conference 	<ul style="list-style-type: none"> - Review Goal Progress - Conduct MOY Performance - Evaluation Conference 	<ul style="list-style-type: none"> - Review Goal Progress - Conduct MOY Performance - Evaluation Conference
PHASE 3 (EOY) Performance Evaluation, Goal Accomplishment, and Conference	Dates	September - May 1	March - June 2	March - June 2
	Employee Actions	<ul style="list-style-type: none"> - Submit Goal Accomplishment to Appraiser - Create PD Plan and Goals and Submit to Appraiser 	<ul style="list-style-type: none"> - Submit Goal Accomplishment to Appraiser - Create PD Plan and Goals and Submit to Appraiser 	<ul style="list-style-type: none"> - Submit Goal Accomplishment to Appraiser - Create PD Plan and Goals and Submit to Appraiser
	Appraiser Actions	<ul style="list-style-type: none"> - Conduct & Submit Formal Observation by <u>MARCH</u> and conference - Complete Summative (EOY) Conference by <u>MAY 01, 2023</u> - Approve PD Plan 	<ul style="list-style-type: none"> - Complete Summative (EOY) Conference by JUNE 02, 2022 - Approve PD Plan 	<ul style="list-style-type: none"> - Complete Summative (EOY) Conference by JUNE 02, 2022 - Approve PD Plan
CONTACT	Lezley Lewis, Ph.D., J.D. Executive Director Teacher & Principal Efficacy (817) 814-3404			

SIDE-BY-SIDE EVALUATION ACTIVITIES AND DATES

	T-TESS		T-PESS for Assistant Principals		T-PESS for Principals	
Report to Duty	August 1 New Teachers	August 8 Returning Teachers	July 21 New APs	July 25 Returning APs	July 11 New Principals	July 25 Returning Principals
Annual Update for Returning Employees	August 8-26		August		August	
Orientation for New Hires	Ongoing (teachers should attend within the first six weeks of employment)		N/A		N/A	
Walkthroughs/Campus Visits	Ongoing		Ongoing		Ongoing	
BOY Conference (Update must be done first)	August & September		August & September		August & September	
Calibration 1 (Principals and Executive Directors)	September 26-30		N/A		N/A	
Calibration 2 (Principals, APs, and EDs)	October 31 - November 4		N/A		N/A	
Pre-Conference/Formal Observation/Post-Conference	September - March		N/A		N/A	
MOY Conference	December - February		December - February		December - February	
Calibration 3 (APs & EDs)	February 20-24		N/A		N/A	
Second Observation by Teacher Request	As Needed		N/A		N/A	
EOY Conference, including Professional Development Plan	March - MAY 01		March - JUNE 02		March - JUNE 02	
End of School Year 2022-2023/Last Instructional Day	May 25		May 25		May 25	