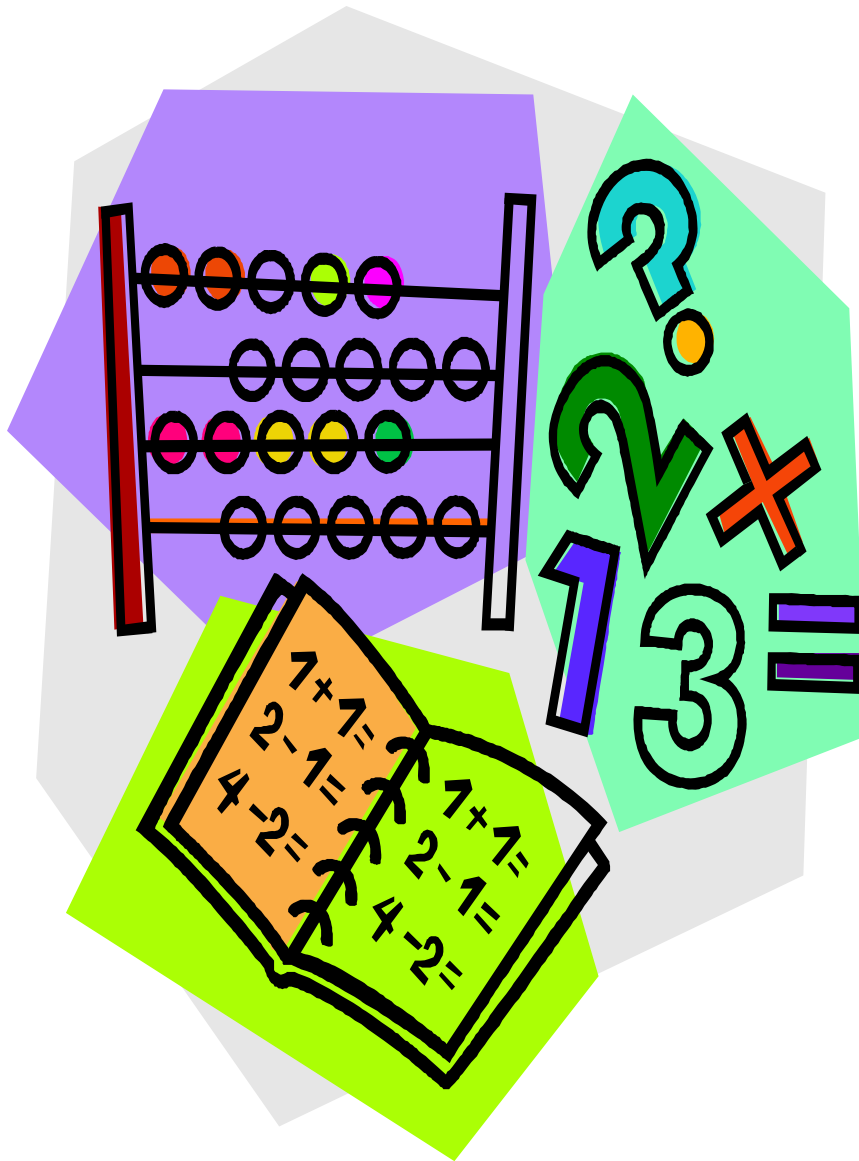


TEXAS TEACHER APPRAISAL SYSTEM



REVISED 7/06

ARLINGTON INDEPENDENT SCHOOL DISTRICT

APPRAISAL PLANS FOR 2006-2007

1. Each teacher must be appraised each school year with one of two methods
 - a. formal observation form (Attachment A);
 - b. or with a summative evaluation (Attachment B)
2. Each teacher must complete the Teacher Self Report (Attachment C). This form developed by the A.I.S.D. Appraisal Committee addresses the state requirement that the appraisal process used by any district be sure to include a dimension regarding student performance. The state recommended *Professional Development and Appraisal System (PDAS)* uses actual TAKS scores to address this requirement.
3. Formal observations will be based on probationary contract status, professional growth plan status or continuing or term contract status. Teachers on probationary contracts or who have professional growth plans are observed formally each year. Teachers who are on continuing or term contracts are to be formally observed according to their rotation schedule on our three-year rotation. (You will receive a teacher list from Personnel Department in September.)
4. Career Ladder status is only used to determine who should receive Career Ladder stipends.
5. The schedule for formal observations will be based on probationary status, professional growth plan status or continuing or term contract status. This schedule will be a continuation of the three-year rotation process. The following chart should reflect the plan for observations:

2005-2006	2006-2007	2007-2008
*Probationary	*Probationary	*Probationary
*Prof. Growth Plans	*Prof. Growth Plans	*Prof. Growth Plans
*Term/Continuing Contract	*Term/Continuing Contract	*Term/Continuing Contract
Employee (who was last Observed in 2002-03)	Employee (who was last Observed in 2003-04)	Employee (who was last Observed in 2004-05)

6. The T. T. A. S. Observation Form (Attachment A) will be used for the formal observation. Remember exceptional quality points are not used. The scoring for the observation will be based on the point chart given (Attachment D.)
7. The process for scheduling the formal observations will follow the format notifying the teacher by Thursday preceding the week the teacher is to be observed. The observation is to be scheduled by day and time.
8. The campus administrators will schedule the observations within the parameters set by the appraisal calendar (Attachment E).

**GUIDELINES FOR A.I.S.D
TEACHER OBSERVATION
2006-2007**

CALENDAR

1. The Board of Trustee annually approves the A.I.S.D. calendar (Attachment E) for Texas Teacher Appraisal System.
2. Each teacher must be given a copy of the calendar prior to any formal observation.

ORIENTATION

1. The district is required to provide orientation explaining the district's system of appraisal for all teachers.
2. Principals should hold orientation for all teachers at the building level as specified in the calendar. Each teacher must sign an attendance form. (Attachment F)

APPRAISERS

1. Appraisers have completed Instructional Leadership Training and TTAS Certification Training, and have met the required standard of proficiency as established by the State Board of Education.
2. The appraiser must be the teacher's supervisor or an appraiser approved by the Board of Trustees.
3. The personnel staff on the basis of need, will assign appraisers other than principals and assistant principals.
4. For teachers assigned to more than one building, the Teacher Supervisor will be an appraiser in the home school. For TTAS purposes, the home school is the school at which the teacher begins the day.

APPRAISALS

1. The term appraisal refers to the entire process; it no longer means two observations by two appraisers.
2. A formal observation consists of least one 45-minute observation by an appraiser.
3. An appraisal shall be based on the teacher's performance in fields and teaching assignments for which he or she is certified, whenever possible.
4. The appraisal process requires at least one appraisal each year for each teacher. Arlington is using the chart in this packet to determine formal observations

FORMAL OBSERVATIONS

1. Observations will be scheduled by day and time of day with notification by Thursday of the week before the observation is to be done.
2. Before the first observation of a teacher, the length of the observation may be waived by mutual consent at the request of the teacher or the appraiser. A waiver should be considered only when the nature of the teaching assignment requires shorter instructional segments.
3. After an observation, each appraiser must complete a written preliminary observation report (Attachment A). The report shall not be completed during the observation. A copy of the written report shall be given to the teacher within ten (10) working days of the observation. Under extenuating circumstances, the time period may be extended to a maximum of fifteen (15) working days.

4. During the appraisal period, the teacher's supervisor must continually evaluate and document performance specifically related to the performance criteria and indicators. If it would influence the teacher's final written observation report, the documentation may be shared in writing with the teacher within ten (10) working days of the occurrence or, in unusual circumstances, the teacher supervisor's knowledge of the occurrence. This additional documentation shall be combined with, but shall not replace, the observation to determine domain credit.

CONFERENCES

1. Pre-conferences shall be conducted within a reasonable period of time before the observation.
2. Following each observation, an appraiser must conduct a post-observation conference with the teacher. The post-observation conference must be held within ten (10) working days of the formal observation. Under extenuating circumstances, this time period may be extended to a maximum of fifteen (15) working days.
3. A written final observation report (Attachment A) must be shared with the teacher within five (5) working days of the post-observation conference. The final observation report may be changed as a result of the post-observation conference and must be placed in the teacher's personnel file by the end of the school year.
4. Each teacher must receive a summative conference. TTAS Appraisal Record (Attachment A-1) will be completed for each teacher being appraised by a formal observation; for all others an AISD Summative Appraisal Record (Attachment B) will be completed.
5. Any documentation collected after the summative conference but before the end of the required days of instruction for students may be considered if it will affect any of the teacher's domain performances scores. Another summative conference shall be held to inform the teacher of the changes.

SCORING PROCEDURES AND FORMS

1. Each appraiser will score Domains I-V.
2. In the evaluation of Domain V, the teacher must turn in a completed Self Report (Attachment C). Failure to complete this self-report can produce less than a satisfactory score on Domain V. **Board Policy DEA Local states, "No employee with less than satisfactory performance evaluation will receive a pay increase."**
3. The appraiser must document evidence on the written record when **CREDIT IS DENIED FOR ANY INDICATOR.**
4. The domain credit totals issued at the close of the appraisal period reflect the results of the formal observation issued on written records and the additional appraisal documentation gathered during the appraisal period. The domain credits issued by the appraiser have an assigned weight of 100% of the domain total.
5. The rating of the teacher's performance is based on the summary domain credits issued by the appraiser. **When a second observation is made, the scores of the two appraisers will be averaged and will constitute the teacher's score for the appraisal period.**
6. **No E. Q. points are being used on the observation form as approved by A.I.S.D. Board of Trustees.**
7. For each domain, teacher performance shall be evaluated as:
 - a. Unsatisfactory, if the teacher's performance is clearly not acceptable in some major criterion;
 - b. Below expectations, if the teacher's performance needs improvement in some major criteria;
 - c. Meets expectations, if the teacher's performance meets expectations;
 - d. Exceeding expectations, if the teacher's performance excels in some major criteria; or
 - e. Clearly outstanding.

8. An appraisal shall be based on an overall assessment of general performance in the domains. **Indicators shall be scored numerically, shall be instructive in nature, and shall be used for guidance in the assessment of domain performances.**

TEACHER RESPONSE AND APPEALS

1. A teacher may submit a written rebuttal of the appraiser's written final observation report within ten (10) working days after receiving the report. Under extenuating circumstances, this time period may be extended to a maximum of fifteen (15) working days. The written rebuttal shall be attached to the final observation report in the teacher's personnel file.
2. When a teacher receives his or her annual written observation report with which he or she disagrees, the teacher may request and is entitled to another observation by a different appraiser. The teacher must request this second observation within ten (10) working days of receipt of the final written observation report. The teacher and the different appraiser may determine a mutually agreed upon day and time to conduct the second observation. Under extenuating circumstances, this time period may be extended to a maximum of fifteen (15) working days. A teacher may request that a different appraiser conduct another observation for formative purposes at any time.
3. Each school district shall adopt written procedures for a teacher to present grievances and receive written response regarding the appraisal process (Board policy: DNA Local – Complaints). These procedures shall be disseminated at the time of employment to each professional staff member and updated annually or as needed.

PLAN FOR PROFESSIONAL GROWTH

1. A plan for professional growth must be developed or modified if any domain performance is less than satisfactory. At the teacher's request, a plan for professional growth may be developed or modified as a result of the final observation report.
2. The Principal, in cooperation with the teacher, shall develop the plan for professional growth. Other appraisers, as appropriate, may participate in this process. Options for growth activities shall be provided and at least one option shall not place significant financial burden on either the teacher or the school district.

A.I.S.D – TTAS TEACHER SELF REPORT

PHILOSOPHY

This self report was developed by the A.I.S.D. Appraisal Committee to address the state requirement that the appraisal process used by any district be sure to include a dimension regarding student performance. The new state recommended *Professional Development and Appraisal System* uses actual TAKS scores to address this requirement.

It was the specific desire of the Appraisal Committee to not just address the TAKS scores, but instead the committee wanted to be sure that the school's goals were specifically addressed. The school goals reflect student performance from several areas including improvement of student performance, improvement of attendance, and provisions for at risk students.

DIRECTIONS

1. The teacher self-report must be turned into the appraiser on the assigned date as noted in the appraisal calendar.
2. Failure to complete the self-report may result in Domain V being penalized 5 points. Note: Domain V breakdown for unsatisfactory performance is 0-11.99. A total of 16 points are possible for Domain V.
3. Documentation of answers 2 through 5 should be readily available upon request by the administrator.
4. Administrators will return the teacher report, which has been turned in with questions 1 and 2, completed. These reports should be returned to teachers after being checked and initiated by the administrator so that teachers can complete the remaining report. This process needs to be completed by the middle of the 2nd six weeks.
5. Teachers should complete the remainder of the self-report and submit to their appraiser by the beginning of April (see TTAS calendar).

**POINT SYSTEM – AISD TEACHER OBSERVATION
NO EQ'S**

Clearly Outstanding	58 – 65
Exceeds Expectations	52 – 57.99
Meets Expectations	45 – 51.99
Below Expectations	40 – 44.99
Unsatisfactory	Below 40

DOMAIN BREAKDOWN

	DOMAIN I	DOMAIN II	DOMAIN III	DOMAIN IV	DOMAIN V
Clearly Outstanding	10-12	13-15	12-14	7-8	16
Exceeds Expectations	9-9.99	12-12.99	11-11.99	6-6.99	14-15.99
Meets Expectations	8-8.99	10-11.99	9-10.99	5-5.99	13-13.99
Below Expectations	7-7.99	9-9.99	8-8.99	4-4.99	12-12.99
Unsatisfactory	0-6.99	0-8.99	0-7.99	0-3.99	0-11.99

ARLINGTON INDEPENDENT SCHOOL DISTRICT
2006- 2007 TTAS CALENDAR FOR APPRAISAL OF TEACHERS

August 4, 2006	Orientation for Appraisers 11:00-11:45 Principals (Board Room) 1:30-2:15 AP's-High School (Board Room) 2:15-3:00 AP's-Junior High (Board Room) 3:00-3:45 AP's-Elementary (Board Room)
August 28-September 1, 2006	Orientation for all Teachers (building level)
September 18, 2006	Beginning of Appraisal Period
October 13, 2006	AISD-TTAS Self-Report Due to Campus (Part I)
April 6, 2007	AISD-TTAS Self-Report Due to Campus (Part II)
May 4, 2007	End of Appraisal Period
May 18, 2007	Summative Conferences Completed
May 25, 2007	TTAS Appraisal Scores/Summative date (due to Personnel Department electronically)
June 8, 2007	Evaluation Reports, Appraisal Reports and Summative Appraisal Records due to Personnel Department

No formal Observations Before Holidays

Oct. 6, 2006	Staff Development
Oct. 9, 2006	Fall Holiday
Nov. 22-24, 2006	Thanksgiving Holiday
Dec. 18-Jan. 1, 2007	Winter Break
Jan. 15, 2007	MLK Holiday
Feb. 19, 2007	President's Day
March 12-16, 2007	Spring Break
April 6, 2007	Staff Development
May 4, 2007	Cinco de Mayo

Note: *Other days that may be exempt from the formal observations at the discretion of the appraiser are; Picture Days, Field Days, Public School Week (Open House), semester and final exam days, and any other special occasion days. Teachers will continue to have the option to "wave off" a formal observation on other days such as pep rally days and major test days.*

TTAS ORIENTATION 2006-2007

DATE: _____

TEACHER: _____

SCHOOL: _____

I have attended the A.I.S.D. Teacher Orientation for the appraisal process for 2006-2007. At this orientation I received the calendar and process for appraisal.

In addition, I received information listed below regarding Board Policy:

The Board Policy which states The annual appraisal of District teachers shall be in accordance with a local teacher appraisal system written in compliance with statutory provisions and commissioner's rules. DNA (LOCAL)

Written evaluations and other evaluative information need not be considered prior to a decision to terminate a probationary contract at the end of the contract term. DFAB (LEGAL)

When relevant to decisions regarding term contracts, written evaluations of a teacher's performance, as documented to date, and any other information the administration deems appropriate shall be considered in decisions affecting contract status.

Complaints regarding teacher appraisal shall be addressed in accordance with DGBA (LOCAL).

Pay ranges shall be structured to allow the opportunity to increase employee pay within the range for continued service to the District. The Superintendent shall make recommendations regarding employee increases on an annual basis. Recommendations shall be based on consideration of such factors as cost of living indexes, wage increases within competitive job markets, and budget resources. No employee with less than a satisfactory performance evaluation will receive a pay increase.

I acknowledge by my signature below that I have a copy of Board Policy and current calendar regarding TTAS.

Teacher Signature

INSTRUCTIONS FOR TURNING IN TEACHER APPRAISALS/SUMMATIVES

Place your paperwork in this order: alphabetized and stapled

Appraisal System (if observation was conducted)

- 1-Texas Teacher Appraisal System (score sheet)
- 2-Preliminary/Final Observation Form (I-V)
- 3-Teacher Self- Report

OR

Summative Appraisal System

- 1-Summative
- 2-Teacher Self-Report

Please make sure to include the employee's identification number on all required pages. If an employee is on a leave of absence and unavailable for the formal observation or summative, please do the following:

- a.) **Communicate with employee concerning postponement of appraisal.**
- b.) **Send memo signed by supervisor and employee to Personnel regarding no appraisal and acknowledgement that the formal appraisal or summative will occur during the next school year.**

TTAS TOP TWELVE

- 1. The district is required to provide orientation explaining the district's system of appraisal for all teachers.**
- 2. Each teacher must be given a copy of the calendar prior to any formal observation.**
- 3. A formal observation consists of at least one 45-minute observation by an appraiser.**
- 4. New to district appraised by principal**
- 5. Pre-conferences shall be conducted within a reasonable period of time before the observation.**
- 6. No employee with less than a satisfactory performance evaluation will receive a pay increase.**
- 7. The appraiser must document evidence on the written record when CREDIT IS DENIED FOR ANY INDICATOR.**
- 8. The teacher may request and is entitled to another observation by a different appraiser.**
- 9. When a second observation is made, the scores of the two appraisers will be averaged and will constitute the teacher's score for the appraisal period.**
- 10. Indicators shall be scored numerically, shall be instructive in nature, and shall be used for guidance in the assessment of domain performances.**
- 11. A plan for professional growth must be developed or modified if any domain performance is less than satisfactory.**
- 12. Memo to Personnel if teacher not appraised**