

# Arlington Independent School District

## T-TESS Calendar 2021-2022

APPRAISAL ACTIVITIES	DATES
<b>Deadline for new-hire training and annual T-TESS orientation</b> (Late hires complete training/procedure review within 3 weeks of start date)	August 13, 2021
<b>Deadline to acknowledge T-TESS orientation in Strive</b>	August 13, 2021
<b>Formal observations begin</b>	September 13, 2021
<b>Deadline for entering professional goals</b>	October 1, 2021
<b>Deadline for appraiser to approve goals in Strive</b>	October 8, 2021
<b>Deadline to complete SLO Form &amp; upload Student Tracker</b>	October 15, 2021
<b>Deadline for completion of formal observation of <i>probationary</i> teachers</b>	December 10, 2021
<b>EOY conferences may begin</b>	March 21, 2022
<b>Appraisee uploads evidence toward goal attainment</b> (must be submitted prior to EOY meeting)	
<b>Deadline for completion of formal observations</b> (Except late-hires)	March 31, 2022
<b>Deadline for completion of EOY conferences</b>	April 27, 2022
<b>Written Summative Report completed <i>after</i> EOY conference</b>	Released to teachers within ten (10) days <i>after</i> conference
<b>Final date to release Summative Report</b>	May 11, 2022
<b>Appraisee marks current year's goals as complete</b>	May 11, 2022
<b>All appraisal process tasks must be finalized on or before this date</b>	May 27, 2022

### Formal T-TESS observations may not be conducted on the following days:

- During the two weeks following the day of completion of T-TESS orientation
- During administration of standardized tests
- On the days before and after a school holiday:
  - September 3 & 7
  - October 8 & 12
  - November 19 & 29
  - December 16 & January 4
  - January 14 & 18
  - February 18 & 27
  - March 11 & 21
  - April 14

Appraisal resources are located on the AISD [Human Resources web page](#)

## AISD Texas Teacher Evaluation and Support System (T-TESS) 2021-2022 Appraisal Procedures

<b>Certified Appraisers</b>	<ul style="list-style-type: none"> <li>Principals, Assistant Principals and Identified Coordinators &amp; Deans (Secondary Level)</li> <li>Appraisers must be School Board approved annually prior to conducting T-TESS appraisals</li> <li>Prior to conducting appraisals, new-hire administrators are required to contact the Director of Employee Relations regarding T-TESS certification and Board approval</li> </ul>
<b>Teacher Training</b>	<ul style="list-style-type: none"> <li>August Staff Development Week - Principal-led review of T-TESS policy, procedures, calendar &amp; Student Learning Objective (SLO) process</li> <li>Teachers acknowledge orientation/review in Strive by clicking the icon</li> <li>Teachers new to the profession or who've never been trained in T-TESS participate in the <i>T-TESS Orientation Canvas Course for New Teachers</i></li> <li>Principal monitors completion of training</li> </ul>
<b>Goals</b>	<ul style="list-style-type: none"> <li>Teachers enter goals in Eduphoria Strive</li> <li>For a teacher in the first year of appraisal under the T-TESS or for teachers new to the district, a Goal-Setting and Professional Development Plan conference is required</li> <li>After the submission and review of goals, the appraiser accepts goals by clicking the "Approve" button in Strive</li> <li>The appraiser monitors &amp; discusses uploaded evidence and goal progress with the teacher throughout the year</li> </ul>
<b>Pre Conferences</b>	<ul style="list-style-type: none"> <li>Pre-conference is required for formal observation</li> <li>The teacher and/or the appraiser should generate guiding pre-conference documents by clicking on the icon in Strive</li> </ul>
<b>Observations</b>	<ul style="list-style-type: none"> <li>All teachers must receive one (1) formal 45-minute formal observation</li> <li>By written, mutual consent of the teacher and the certified appraiser, the required minimum of 45 minutes of observation may be conducted in shorter time segments</li> <li>Schedule limitations:             <ul style="list-style-type: none"> <li>During two weeks following the day of completion of the T-TESS orientation</li> <li>During administration of standardized tests</li> <li>On the days before and after a school holiday</li> </ul> </li> <li>Second observations:             <ul style="list-style-type: none"> <li>All requests for second observations must be made in writing, via teacher AISD email account, to the campus principal and Director of Human Resources, Employee Relations within ten (10) working days after the post conference</li> </ul> </li> </ul>
<b>Post Conferences</b>	<ul style="list-style-type: none"> <li>Prior to post-conference, the teacher and/or the appraiser should generate guiding post-conference documents by clicking on the icon in Strive</li> <li>Formal observation is reviewed during post-conference, and ratings are presented to the teacher <i>after</i> the discussion of areas for reinforcement and refinement</li> <li>Post-conference and signatures required within five (5) working days after observation</li> <li>During post-conference appraisers also review/discuss student progress toward SLO, teacher professional goal progress, and professional learning aligned with goals</li> </ul>

<b>Walk-Throughs</b>	<ul style="list-style-type: none"> <li>• May begin immediately after orientation and continue until the last day of instruction</li> <li>• A minimum of four (4) shall be conducted on all teachers and may focus on areas of refinement and reinforcement, as well as identified goals</li> <li>• Should be used to monitor and support teacher goals with feedback meetings provided by the appraiser as needed</li> <li>• Walk-through data impacting a teacher’s summative appraisal report, shall be shared with the teacher within ten (10) working days after the walk-through</li> </ul>
<b>Collecting &amp; Maintaining Evidence</b>	<ul style="list-style-type: none"> <li>• Appraiser may collect scripted evidence according to personal style (by hand or electronically)</li> <li>• No audio or video recording shall be used for purposes of T-TESS during formal observation</li> <li>• Maintain all evidence notes in secure physical or electronic file</li> <li>• Any documentation that will influence a teacher’s appraisal report must be shared in writing with the teacher within 10 working days of the appraiser’s knowledge of the occurrence</li> </ul>
<b>EOY Conference Dates</b>	<ul style="list-style-type: none"> <li>• March 21, 2022 <ul style="list-style-type: none"> <li>○ EOY Conferences may begin</li> <li>○ Teacher performance and evidence toward goal attainment is reviewed</li> <li>○ Evidence related to overall student growth &amp; performance is examined (SLO Skill Profile, Student Growth Tracker, SLO Rating Rubric)</li> <li>○ Potential goals and professional learning for the next school year are discussed</li> <li>○ Domain 4 and the Student Growth Component (SLO) are scored <i>after</i> EOY conference</li> <li>○ Written Summative Report must be released to teachers within ten (10) working days after the conference and no later than <b>May 11, 2022</b></li> <li>○ Any documentation collected after the EOY conference but before the end of the contract term during one school year may be considered as part of the appraisal of a teacher. If the documentation affects the teacher’s evaluation in any dimension, another summative report shall be developed to inform the teacher of the change.</li> <li>○ A teacher may not request a second appraisal in response to a summative annual appraisal report if the ratings are based on observation summaries or documentation already received by the teacher earlier in the year</li> </ul> </li> <li>• April 27, 2022 <ul style="list-style-type: none"> <li>○ Deadline for completion of EOY Conferences</li> </ul> </li> <li>• May 11, 2022 <ul style="list-style-type: none"> <li>○ Written Summative Report must be released to teachers within ten (10) working days after the conference and no later than May 11, 2022</li> </ul> </li> <li>• May 27, 2022 <ul style="list-style-type: none"> <li>○ All evaluations and supporting documentation must be completed, signed, and in Strive on or before this date</li> </ul> </li> </ul>

Appraisal resources are located on the AISD [Human Resources web page](#)