

STATE EVALUATION PILOT 2015-2016

APPRAISAL

All teachers at Anthony Independent School District will be observed using the T- TESS Evaluation Rubric.

Principals will train all teachers on the T-TESS Evaluation System in August. Principals or Human Resources will train any new teachers that are hired in September and throughout the year. The T-TESS training must be documented in Eduphoria or T-TESS portal system. Training must be completed before an observation can be conducted.

Teachers are formally observed in classroom instruction by trained observers, campus administrators and/or district administrators using the T-TESS research-based rubric that covers multiple dimensions of instructional quality within the 4 domains:

1. Planning and Preparation
2. Classroom Environment
3. Instruction
4. Professional Responsibilities

All teachers will be formally observed in the classroom at least once during the school year. Observations may be announced or unannounced and will take place during the fall or spring semester.

Teachers new to the T-TESS rubric evaluation process may request a practice observation that will include a pre and post conference prior to a formal evaluation.

ANNUAL  
OBSERVATION  
CYCLE

The annual observation cycle runs from September through April.

A formal observation will be an instructional period or a complete lesson within an instructional period that consists of a minimum of 45 minutes of instruction.

ANNOUNCED &  
UNANNOUNCED  
OBSERVATIONS

Pre conferences are required for all announced observations. Pre-conferences will focus on pertinent questions regarding lesson plans, clarifying expectations for teacher and student performance and provide appraiser with other pertinent information about lesson that may not be directly observable.

A post conference is required for all observations and will be conducted within 10 working days following the observation.

There are no restrictions on the date and time of an observation. (see district appraisal calendar)

The teacher may not waive an announced observation.

After each observation, the teacher is responsible for completing and submitting a lesson reflection within three working days of the actual observation addressing the following:

1. Areas of reinforcement (strength) in the lesson.
2. Areas of refinement (weakness) in the lesson.

After each observation, the teacher who was observed will receive a written summary and oral feedback from the individual T-TESS evaluator in a post conference meeting within 10 working days of the actual observation.

The practice observation for teachers who are new to the T-TESS rubric shall be an announced observation that is scheduled by date, time and class period. The practice observation may involve multiple evaluators for calibration purposes. All evaluators involved in the practice observation may participate in the pre and post conference(s).

END-OF-YEAR  
CONFERENCE

An end-of-year conference will be held at least 15 days prior to the end of school to discuss overall performance for the year. End-of-year conferences will not be waived. (See district appraisal calendar)

The end-of-year conference will review the teacher's progress in the following: Their professional development plan to include but not limited to the following:

1. Review final observations data for domains 1, 2 and 3.
2. Review teacher/student impact data.
3. Share and discuss evidence for Domain 4 including attainment of goals and follow through.
4. Commend professional progress and area of reinforcement.
5. Discuss new goal(s) and professional development activities.

6. Discuss other relevant cumulative data and artifacts.

COLLECTING AND MAINTAINING EVIDENCE	The T-TESS Observation Sheets and Goals Setting Form must be submitted to the department of Human Resources by the campus principal within two weeks of the last instructional day. (See district appraisal calendar).
SCORING	After the post conference, the appraiser will review all evidence and artifacts from the four dimensions before scoring the final domain.
APPEAL PROCESS	In the event a teacher participating in the T-TESS evaluation process disagrees with the evaluation scores for individual performance on the performance standards, he or she may appeal in writing within 10 working days of the post conference.  This site-based appeals process will follow the outlined procedures:  <ol style="list-style-type: none"><li data-bbox="602 961 1398 1108">1. Completion of an Appeal Request letter stating the specific nature of the discrepancy, full disclosure of evidence of performance and a statement of expected performance evaluation or as articulated within the T-TESS Rubric.</li><li data-bbox="602 1157 1443 1339">2. The appraiser will consider the additional evidence provided and meet with the teacher to review the information related to performance (utilizing the T-TESS rubric) in an effort to achieve a mutual agreement. The appraiser will have 5 days to review and respond to the teacher.</li><li data-bbox="602 1388 1427 1528">3. In the event of non-agreement, a T-TESS Evaluator (who did not observe the teacher previously) from the same school will recalibrate using the T-TESS rubric and reassess evidence collected on the lesson observed.</li><li data-bbox="602 1577 1373 1717">4. After reviewing the documented evidence, the second T-TESS Evaluator will have 5 days to review and make a recommendation in writing regarding the T-TESS evaluation score for the lesson observed.</li><li data-bbox="602 1766 1419 1877">5. In the event of non-agreement, a second observation can be requested in writing by the teacher within 10 working days (see district appraisal calendar).</li></ol>

**The Board has established a formal employee grievance procedure found in policy DGBA.**

OTHER GUIDELINES PDAS waivers do not apply to the State T-TESS Pilot. All teachers will participate in the T-TESS evaluation process. No exemptions.

The teacher must provide evidence for T-TESS Domain 4 Professional Practices and Responsibilities (Goal setting form) to the Principal prior to the End-of-Year Conference (see district appraisal calendar).

Informal observations (walkthroughs) shall be conducted throughout the year that will last approximately 15-20 minutes.

Cumulative documentation that may impact the T-TESS evaluation must be shared with the teacher within 10 working days. If the teacher wishes to respond to the documentation, it must be done within 10 working days.

Post Conferences following each observation may not be waived

Anthony ISD  
071906

PERFORMANCE APPRAISAL  
EVALUATION OF TEACHERS

DNA  
(REGULATION)