



T-TESS 2024-2025 Calendar

SEMESTER ONE

- August 1** District Orientation for teachers who have never been appraised under the T-TESS (MTOPI)
- August 5-30** Campus Orientation for all teachers has to occur during this window.
- September 16** **Due to appraiser: All teachers** must complete and submit the (1) *Goal Setting Plan* with one goal and (2) *Student Growth Goal* for one class or group of students. Complete in Eduphoria/STRIVE.
- September 16-30** **Beginning-of-Year Goal Setting/Student Growth Goal Conference:**
All teachers must have a Goal Setting/Student Growth Goal conference with appraiser.
Documented walkthroughs may begin after conferences.
- October 3** All documented walkthroughs of probationary teachers must be completed.
- December 18** ALL documented walkthroughs for semester one must be completed.
ALL formal observations of probationary teachers must be completed.
 ALL student growth goal tracker information must be uploaded in STRIVE.

Semester One - Non-Observation Days	
November 22, 2024	December 2, 2024 (day after holiday) December 19, 2024

SEMESTER TWO

Semester Two - Non-Observation Days		
January 8, 2025 January 17, 2025 January 21, 2025	February 13, 2025 February 18, 2025	March 14, 2025 March 24, 2025

- April 17** **ALL** student growth goal tracker information must be uploaded in STRIVE.
- April 24** All End-of-Year conferences must be completed.
- May 1** A teacher may waive a summative conference if all documents are signed at the end-of-year conference. A written summative annual appraisal report shall be shared with the teacher no later than 15 working days before the last day of instruction for students.
- May 30** Campuses/departments must separate professional and paraprofessional evaluations into one group. Alphabetize each group and return to HR when turning in EOY Checklists to Administration



Orientation

- Teachers new to the district will be trained for T-TESS at MTOP.
- All individuals appraised with T-TESS will attend T-TESS campus orientation.
- Teachers hired after August orientation sessions will be trained by campus administration.

Teacher Goal-Setting Plan (GS) and Student Growth Goal (SGG)

- A completed, appraiser-approved Goal-Setting Plan and Student growth goal must be submitted through Eduphoria/STRIVE by **ALL** teachers and reviewed at the beginning of the year conference.
- Teacher Goal Setting and Student Growth Goals will be maintained through the course of the school year by the teacher.
- Teacher Goal Setting and Student Growth Goals will be reviewed with the teacher at the End-of-Year conference.
- Student Growth Goal Rating will be shared with teachers at the end-of-year conference.

Student Learning Objective Growth Tracker

- Student growth Tracker #1 must be uploaded and submitted by December 18, 2024 (mid-year). If no data is collected due to timeline of curriculum, indicate N/A on tracker form
- Student growth Tracker #2 must be uploaded and submitted 3 days before the End-of-Year conference. If no data is collected due to timeline of curriculum, indicate N/A on tracker form.
- Semester courses will submit tracker at the end of the course.

Pre-Conference

- The teacher will submit a pre-conference document to his/her appraiser within 3-5 days prior to the opening of the observation window. (Complete in Eduphoria/STRIVE.)

Formal Observation

- Advance notice – provide a ten (10) working day window for observation.
- Minimum 45- minute observation or shorter segments.
- Written summary submitted to the teacher within ten (10) working days of the formal observation.

Post-Conference

- The post-conference must be held no more than ten (10) working days after the formal observation.

Schedule Limitations – Review and Testing Days

- Formal observations may NOT be held on days scheduled for end-of-semester or end-of-year examinations, or days scheduled for state-mandated assessments or other standardized tests.

Growth Plans

- T-TESS appraisals do NOT automatically trigger growth plans.
- Professional growth plans may be established for teachers at any time throughout the year.
- Contact HR for assistance on establishing growth plans.

Documented Walkthroughs

- A minimum of two (2) documented T-TESS walkthroughs must be conducted for **ALL** teachers. These must be completed in Eduphoria/STRIVE on the T-TESS walkthrough document (**Minimum: one each semester**)
- Each walkthrough must be a minimum of fifteen (15) minutes in length.
- Documentation must be shared with the teacher in writing within ten (10) days.

Teacher Response/Request for a Second Appraiser

- A teacher may rebut in writing and/or request 2nd appraisal within 10 working days after receiving the Observation Summary Form or Summative Annual Report.
- Request for a Second Appraiser guidelines are found in the HR Handbook on the intranet.

End-of-Year Conference

- **All teachers** must have an End-of-Year Conference no later than April 24, 2025.
- Review of the appraisal data collected throughout the current school year.
- Examine and discuss the evidence related to the teacher's performance on the four domains OR domain four of the T-TESS rubric depending on the type of teacher appraisal.
- Review Goal-Setting and Professional Development Plan and Plan for following school year.
- Review Student Growth Goals, student trackers and SGG rating rubric - add to T-TESS summative report.

Summative Annual Report and Conference

- **Teachers may** waive the summative conference **IF** no new evidence is provided and signatures are obtained at the end-of-year conference.
- Any piece of evidence/documentation shared with the teacher in writing within ten (10) days can be used as documentation/evidence.
- The summative report must be in the hands of the teacher five (5) working days before the summative conference.
- The summative conference must be held no later than 15 working days before the last day of instruction – May 1, 2025.
- Printed, signed copies provided to HR.

Librarians, Counselors, Nurses, and Other Educational Professionals

- Do not use the T-TESS instrument and must be evaluated annually, per Board policy.