



## Mansfield ISD Appraisal Procedures 2023-2026

The recommended plan includes the following components:

- The plan covers the 2023-2024 through 2025-2026 school years.
- Once during the three-year period (2023-2026), a formal appraisal will occur for each eligible professional teacher. The schedule is based on the last digit in a teacher's social security number.

SS #s ending in:	Year appraised:
0-1-2-3	2023-2024
4-5-6	2024-2025
7-8-9	2025-2026

- Per DNA (LOCAL), exceptions to the three-year rotation include:
  - Probationary teachers new to the profession (appraised for the first three years)
  - Probationary teachers new to the district (appraised for the year/years they are on probation)
    - DCA (LEGAL) – the probationary period may not exceed one year for a person who has been employed as a teacher in public education for at least five of the eight years preceding employment by the District.
  - If there are documented deficiencies noted in teacher performance during the waived years a principal may return a teacher to *appraised* status if the teacher has been (1) notified in writing of the deficiencies and (2) notified in writing that they will be appraised
  - A request by the teacher to be appraised in any year in addition to the scheduled year
- Those teachers formally appraised in accordance with MISD rules and procedures will:
  - Have a 45-minute formal observation
  - Have a minimum of 2 documented walk-throughs: one each semester
  - Be required to complete the Goal Setting and Professional Development Plan/Document
  - Receive a completed copy of the T-TESS form for Domains I-IV
  - Have a required end of the year conference
  - Have an opportunity to waive a summative conference
- Those teachers not being formally appraised will:
  - Sign the formal waiver form prior to the first day scheduled for formal appraisals
  - Have a minimum of 2 documented walk-throughs; one each semester (If concerns exist, a professional improvement plan will be developed. At the discretion of the administrator the teacher may have a 45-minute observation documented on the T-TESS form.)
  - Be required to complete the Goal Setting and Professional Development Plan/Document
  - Receive a completed copy of the T-TESS form for Domain IV
  - Have a required end of the year conference
  - Have an opportunity to waive a summative conference

**All professional/paraprofessional employees not included in the above group will receive annual evaluations.**