



T-TESS 2023-2024 Calendar

SEMESTER ONE

August 3	District Orientation for teachers who have never been appraised under the T-TESS (MTOPI)
August 7-Sept. 1	Campus Orientation for all teachers has to occur during this window.
September 18	Due to appraiser: <u>All teachers</u> must complete and submit the (1) <i>Goal Setting Plan</i> with one goal and (2) <i>Student Growth Goal</i> for one class or group of students. Complete in Eduphoria/STRIVE.
September 18-29	Beginning-of-Year Goal Setting/Student Growth Goal Conference: <u>All teachers</u> must have a Goal Setting/Student Growth Goal conference with appraiser. <u>Documented walkthroughs may begin after conferences.</u>
October 5	<u>All documented walkthroughs of probationary teachers must be completed.</u>
October 6	Non-Observation Day
November 17	Non-Observation Day
December 18	<u>ALL documented walkthroughs for semester one must be completed.</u> ALL student growth goal tracker information must be uploaded in STRIVE.
December 19	Non-Observation Day

SEMESTER TWO

January 8	Non-Observation Day
January 12	Non-Observation Day
February 15	Non-Observation Day
March 8	Non-Observation Day
March 28	Non-Observation Day
April 18	ALL student growth goal tracker information must be uploaded in STRIVE.
April 25	<u>All End-of-Year conferences must be completed.</u>
May 2	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, 2023 (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 25, 2024.
- 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 2, 2024.
- 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.