

## Abernathy ISD

### 2017-2018 T-TESS Appraisal Calendar

| Month                  | Action   | Person Responsible  | Required Document   |
|------------------------|--|---|---|
| <b>August</b>          | <ul style="list-style-type: none"> <li>▪ Training for T-TESS</li> </ul>  | <ul style="list-style-type: none"> <li>▪ Principals or ESC17</li> </ul>   | <ul style="list-style-type: none"> <li>▪ T-TESS training documents</li> </ul>   |
| <b>September</b>       | <ul style="list-style-type: none"> <li>▪ Teacher Self-Assessment and Goal Setting part 1 Due (9/29) or 6 weeks from orientation</li> <li>▪ Teacher who completed this in their end of year conference may make edits during this time</li> </ul> | <ul style="list-style-type: none"> <li>▪ Teacher</li> </ul>   | <ul style="list-style-type: none"> <li>▪ T-TESS Self-Assessment - Part I Goal Setting form in Eduphoria</li> </ul>        |
|                        | <ul style="list-style-type: none"> <li>▪ Pre-Observation Conferences Beginning (9/29)</li> <li>▪ Required before formal observation</li> </ul>   | <ul style="list-style-type: none"> <li>▪ Appraiser schedules conference</li> </ul>  | <ul style="list-style-type: none"> <li>▪ No required form</li> </ul>  |
|                        | <ul style="list-style-type: none"> <li>▪ Artifacts or evidence for Domain 4 should be collected throughout the year for end of year conferences</li> </ul>   | <ul style="list-style-type: none"> <li>▪ Teacher collects and compiles information</li> </ul>                                       | <ul style="list-style-type: none"> <li>▪ Teacher artifacts</li> </ul>   |
| <b>October – March</b> | <ul style="list-style-type: none"> <li>▪ Observations (45 min. minimum) are conducted (2 weeks after orientation and ongoing)</li> </ul>   | <ul style="list-style-type: none"> <li>▪ Appraiser conducts appraisal and completes form</li> <li>▪ Teacher signs form</li> </ul>   | <ul style="list-style-type: none"> <li>▪ T-TESS Observation Rubric (Domains 1-3) in Eduphoria</li> </ul>                  |
|                        | <ul style="list-style-type: none"> <li>▪ Informal observations and walkthroughs with ongoing feedback</li> </ul>   | <ul style="list-style-type: none"> <li>▪ Appraiser completes form</li> <li>▪ Teacher signs form</li> </ul>                          | <ul style="list-style-type: none"> <li>▪ Eduphoria informal observation and walkthrough forms</li> </ul>                  |
| <b>April</b>           | <ul style="list-style-type: none"> <li>▪ Artifacts and evidence will be shared with appraiser at least 10 days prior to End of Year Conference</li> </ul>  | <ul style="list-style-type: none"> <li>▪ Teacher</li> </ul>   | <ul style="list-style-type: none"> <li>▪ Upload artifacts on Eduphoria as attachments or on paper to appraiser</li> </ul> |
|                        | <ul style="list-style-type: none"> <li>▪ Complete the Part 2 Teacher Self-Assessment and Goal Setting form prior to end of year conference</li> </ul>  | <ul style="list-style-type: none"> <li>▪ Teacher</li> </ul>   | <ul style="list-style-type: none"> <li>▪ Part 2 Teacher Self Assessment and Goal Setting form on Eduphoria</li> </ul>     |
| <b>April - May</b>     | <ul style="list-style-type: none"> <li>▪ End of Year Summative Conference no later than May 3 or 15 days before the last day of instruction</li> </ul>   | <ul style="list-style-type: none"> <li>▪ Appraiser schedules conference and completes form</li> <li>▪ Teacher signs form</li> </ul> | <ul style="list-style-type: none"> <li>▪ T-TESS Summative Form (Domains 1-4) on Eduphoria</li> </ul>                      |