APPRAISAL

All teachers will be observed using the T-TESS Evaluation Rubric. Teachers are formally observed in classroom instruction by administrators using the T-TESS research-based rubric that covers multiple dimensions of instructional quality.

Teachers will participate in a minimum of one (1) formal classroom observation/evaluation, which will be announced.

All Teachers will be formally observed in the classroom one time unless the evaluator deems an additional observation to be necessary. Teachers will be observed at least once during the fall or spring semester.

ANNUAL OBSERVATION CYCLE

The annual observation cycle runs from September through April.

A classroom 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 OBSERVATIONS

Pre and post conferences are required for all "announced" observations that are scheduled by date, time and class period.

A time and date that is mutually acceptable to the observer and to the teacher should be selected. There are no restrictions on the date and time of an "announced" observation providing it is mutually agreeable to both parties.

Prior to each "announced" observation, the T-TESS evaluator will conduct a "pre-conference" meeting with the teacher to ask pertinent background questions about the lesson plan and the students in the class in order to provide context.

The teacher may not waive off an announced observation.

After each classroom/lesson observation, the teacher who was observed will complete and submit a self-evaluation within 48 hours (two school days) of the actual observation.

After each classroom/lesson 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.
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 may not be waived.

The end-of-year conference will include review of formal classroom observation(s), teacher self-assessment (goals and professional development), student performance information such as grades, formative and summative assessment, student portfolios, written walkthrough information and other relevant cumulative data.

A teacher may request a second appraisal by another certified appraiser at the following times:

1. For Domains I, II, and III after receiving a written observation summary with which the teacher disagrees; or

2. For Domain IV and for the performance of the teachers’ students after receiving a written summative appraisal report with which the teacher disagrees.

The second appraisal must be requested within 10 working days of receiving a written observation summary or a written summative appraisal report. A teacher may not request a second appraisal by another certified appraiser in response to a written summative annual appraisal report for the rating of dimension in Domains I, II, and III if those ratings are based entirely on observation summaries or written documentation already received by the teacher earlier in the appraisal year for which the teacher already had the opportunity to request a second appraisal.

Upon a teacher’s request for a second appraiser, the Superintendent or designee shall select the second appraiser from the Board-approved list of trained appraisers.

The second appraiser shall make observations and walk-throughs as necessary to evaluate the dimensions in Domains I – III or shall review the Goal-Setting and Professional Development Plan for evidence of goal attainment and professional development activities, when applicable.

A time and date that is mutually acceptable to the observer and to the teacher should be selected. There are no restrictions on the date and time of an "announced" observation providing it is mutually agreeable to both parties.
OTHER GUIDELINES

Teachers will have the opportunity to provide evidence for the Professional Practices and Responsibilities dimension of the T-TESS rubric prior to and during the end-of-year conference.

Walkthrough visits shall be conducted throughout the year. Walkthrough visits are brief and informal.

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

Post conferences following each observation may not be waived.