

Dumas Independent School District Administrative Appraisal Guidelines Texas Teacher Evaluation and Support System



2017-2018

Texas Teacher Evaluation and Support System

Dumas ISD

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Introduction

T-TESS (Texas Teacher Evaluation and Support System) is the Texas recommended appraisal process that will be used to evaluate teachers and establish a system of continuous growth and support. T-TESS is a research based effective teacher accountability system developed to improve the quality of instruction, and ultimately raise student achievement. The T-TESS system is meant to empower teachers by providing on-going, timely and formative feedback and support.

What is T-TESS?

“T-TESS strives to capture the holistic nature of teaching – the idea that a constant feedback loop exists between teachers and students, and gauging the effectiveness of teachers requires a consistent focus on how students respond to their teacher’s instructional practices. For those reasons, each of the observable domains in T-TESS focuses on teachers and students rather than separating them out into separate domains. Ultimately, T-TESS is a process that seeks to develop habits of continuous improvement, and the process itself best leads to that outcome when appraisers and teachers focus on evidence-based feedback and professional development decisions based on that feedback through ongoing dialogue and collaboration.”

Teacher Guidelines

T-TESS supports teachers and as part of the continuous improvement process, teachers consistently hold themselves to a high standard for individual development and performance. They identify methods to collaborate with other educational professionals within and beyond the school to engage in purposeful and targeted professional learning opportunities, seek feedback, and refine their practices and skills. Including the teacher in a systematic way allows him or her to take an active role in his or her professional growth and development.

Appraiser Guidelines

The appraiser has a vital role in assessing teaching proficiency and ensuring that teachers and administrators derive reliable and meaningful information from the teacher evaluation process. By providing evidence based feedback, appraisers help teachers and administrators make decisions that support efforts to improve instructional quality and student performance.

Administrative Appraisal Guidelines

Appraisals at a Glance

- Except for teachers eligible for less frequent formal observations, teachers will participate in one formal classroom observation/evaluation, which will be mutually scheduled by date and time (announced), one time during the fall or spring semester.
- The annual observation cycle runs in accordance with the District approved appraisal calendar.
- A classroom observation will be the length of an instructional period, or a complete lesson within an instructional period, which consists of a minimum of 45 minutes of instruction.
- All observations must include pre- and post-conference meetings that follow established T-TESS conference protocol and are scheduled by date and time.
- Prior to each 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.
- After each classroom/lesson observation, the teacher who was observed will receive a written summary and oral feedback from the individual evaluator in a “post-conference” meeting within 10 working days of the observation.
- At the beginning of the year, teachers will engage in personal goal setting and planning for professional development with their appraiser.
- A summative conference will be held at least 15 days prior to the end of school to discuss overall performance for the year.
- Walkthroughs shall be conducted throughout the year. They are typically brief, non-scheduled, informal observations.
- Cumulative documentation will not be used in the formal observation, but will be considered in the summative report. Cumulative documentation that may impact a teacher's evaluation must be shared with the teacher within 10 working days.
- Any third-party information from a source other than the teacher's supervisor that the appraiser wishes to include as cumulative data shall be verified and documented by the appraiser and shared with the teacher within 10 days of knowledge of the verified information.
- If the teacher wishes to have their response to documentation considered for appraisal purposes, their response must be provided to the appraiser within 10 working days.
- Post-observation conferences following each observation may not be waived.
- If a teacher's principal/supervisor is unable to fulfill the appraisal process requirements the Assistant Superintendent for Personnel will assign another appraiser to serve as the teacher's supervisor to complete the appraisal process.
- Teachers may waive the scheduled observation due to unforeseen circumstances.
- The Request for Waiver form is required to be provided to the appraiser prior to the scheduled observation. A new pre-observation conference and observation will need to be rescheduled with the appraiser.

Less than Annual Formal Observation

Teachers who are eligible for less frequent evaluations in accordance with law [see DNA(Legal)] and local policy DNA (Local) shall be appraised with the provisions below. A teacher may receive a less frequent formal observation if the teacher agrees in writing. In

addition to meeting the eligibility requirements in state rules, to be eligible for less than annual formal observations, a teacher shall:

- 1) Be employed on an educator term contract;
- 2) Have been employed by the district for at least three years; and
- 3) Have served in the current teaching assignment for at least three years.

Eligible teachers shall be appraised every four years. In a year in which a teacher does not receive a full appraisal due to meeting the requirements identified in this subsection, a teacher shall participate in:

- 1) The Teacher Self-Assessment and Goal-Setting;
- 2) Student Performance Monitoring; and
- 3) A modified end-of-year conference that addresses:
 - a) the progress on the Teacher Self-Assessment and Goal-Setting;
 - b) the results of the Student Performance Monitoring; and
 - c) the following year's Goal-Setting and Professional Development plan.

T-TESS Orientation and Training

- T-TESS Local Guidelines and Appraisal Calendar: Principals/Appraisers shall provide access to these guidelines, the T-TESS Teacher Guide, and the 2017-2018 T-TESS Appraisal Calendar to all teachers assigned to their supervision at the beginning of the school year.
- Orientation Attendance:

The following teachers shall attend T-TESS orientation;

 - any teacher new to the district;
 - any teacher that has never been appraised under the T-TESS; or
 - any time district policy regarding teacher appraisal has changed since the last time the teacher was provided a T-TESS orientation.
- Training Attendance:
 - Any teacher that has never been formally trained shall attend district T-TESS training.

Appeal Process

- In the event a teacher participating in the T-TESS evaluation process disagrees with the evaluation scores for individual performance on the performance domains/dimensions of T-TESS, he or she may appeal within five (5) working days of the post-conference to the evaluator and must contact the Assistant Superintendent for Personnel.
- The appraiser will consider the additional evidence provided and meet with the teacher within ten (10) working days of the original post-observation conference to review the information and discuss identified points related to performance in an effort to achieve a mutual agreement.
- In the event of non-agreement, the teacher may request: 1) a formal review of all documents related to the first observation, and 2) a second formal observation within ten (10) working days of the post-observation conference using the Request for Second Appraisal form.
- The teacher may request for a second formal observation appraiser from a list approved by the DISD Board of Trustees annually. The second appraiser will follow the entire T-TESS process, with the exception of the goal-setting conference.
- If a second appraiser is necessary, the score of the primary appraiser shall count 50 percent by dimension, and the score of the second appraiser shall count 50 percent

by dimension.

- Multiple location teachers are observed by the principal/designee of the payroll location. Documentation from each location may be included in the appraisal.

Schedule for Observations:

All observations are to be scheduled to the day and period. Observations shall be scheduled at least one week in advance by the appraisers, unless the teacher requests or approves a shorter notification period.

A scheduled observation may be rescheduled by mutual agreement between the appraiser and the teacher. Rescheduling should occur only in situations due to unforeseen circumstances.

Non-Observation Dates:

Observations shall not be scheduled on the following dates:

- November 21
- December 21
- February 16
- March 9
- March 29

Wave-Off by Teacher-Administrator

A teacher may exercise a "wave-off" before the actual observation begins. Observations will be rescheduled. A teacher should expect an appraiser to complete the full 45 minutes once the formal observation begins. The appraiser has the discretion as to the number of "wave-offs" that are to be allowed. Due to observations being scheduled to date, period "wave-offs" should be rare. The appraiser in unusual circumstances may exercise "wave-offs".

Walk-Through Visits and Observations

Supervisors will be visiting classrooms at times other than during the formal observation periods. Walk-thrus and observations may be used for documentation to be reflected in the evaluation process during specified contract days.

T-TESS Teacher Self-Assessment and Goal Setting Form

Part I: Data Analysis and Goal-Setting due on or before September 29

Part II: Goals Reflection due on or before March 23

Student Growth Measure – Pre- and Post-Tests

The district has chosen to utilize the Pre- and Post-Tests assessment-based Student Growth Measure. For the 2017-2018 school year the process will be piloted with Third Grade Reading using the Renaissance Screener as the pre- and post- measure. The following rubric shall be used to determine the Student Growth Measure rating for a teacher:

- Distinguished
 - Teacher has set student growth goals that reflect high expectations for students
 - Teacher has consistently monitored student progress, collected data, reflected on his or her pedagogy, and made successful adjustments to strategies, as

- needed
- All or almost all students demonstrated targeted growth
- Most students exceeded targeted growth
- Accomplished
 - Teacher has set student growth goals that reflect high expectations for students
 - Teacher has monitored student progress, collected data, reflected on his or her pedagogy, and made adjustments to strategies, as needed
 - Most students demonstrated targeted growth
 - Some students exceeded targeted growth
- Proficient
 - Teacher has set student growth goals that reflect high expectations for students
 - Teacher has monitored student progress, collected data, reflected on his or her pedagogy, and made some adjustments to strategies
 - Most students demonstrated targeted growth
- Developing
 - Teacher has set student growth goals that reflect adequate expectations for students
 - Teacher has attempted to monitor student progress, collect data, reflect on his or her pedagogy, and make some adjustments to strategies, although with limited success
 - Some students demonstrated targeted growth
- Improvement Needed
 - Teacher has set student growth goals that reflect adequate expectations for students
 - Teacher has attempted to monitor student progress, collect data, reflect on his or her pedagogy, and make some adjustments to strategies, although with limited success
 - Some students demonstrated targeted growth

The Student Growth Measure rating is an individual dimension with the T-TESS appraisal system.

Certified Appraisers

The following individuals have completed proper training and local certification for the T-TESS Appraisal Instrument. Those listed below will serve as appraisers for the 2017-2018 school year.

Kurt Baxter	Lisa Hatley
Brett Beesley	T. J. Funderburg
Marcus Bellar	Phil Guerra
James Bussard	Traci Guerra
Kelly Carrell	Monty Hysinger
Keely Chumley	Kelly Legg
Carl Clements	Erin Pingelton
Andrea Cox	Philip Rhodes
Rebecca Cruz	Stephanie Schilling
Terrie Davis	Caynon Strickland
Aaron Dunnam	Stan Stroebel
Nissa Dunnam	Stan Williams

Appraisal and Contract Dates 2017-2018

Aug. 17 - Sept. 29	Part I: Data Analysis and Goal-Setting must be completed.
Sept. 11- April 20	Informal observations and walk-throughs with ongoing feedback to support and develop teacher practices.
Oct. 2 - April 20	Appraisal Period and walk-throughs for teachers.
Oct. 2 - 31	Documentation gathered and conference with teachers that are below expectation (Must be documented and discussed with the teacher)
Nov. 1-30	Documentation gathered and conference with teachers that are below expectation (Must be documented and discussed with the teacher)
Nov. 21	No observations
Dec. 21	No observations
Jan. 4-31	Documentation gathered and conference with teachers that are below expectation (Must be documented and discussed with the teacher)
Feb. 1-28	Documentation gathered and conference with teachers that are below expectation.
Feb. 16	No Observations
March 1-29	Documentation gathered and conference with teachers that are below expectation.
March 9	No observations
March 23	Part II: Goal Reflection, This section is completed prior to the end-of-year conference.
March 26	No T-TESS end of year conferences may be held prior to this date.
March 29	No Observations
Mar. 26-May 4	T-TESS end of year conferences must be held within these dates.
April 26	Suggested last day to propose nonrenewal.
April 30	Last day to do T-TESS Conferences for teachers that are up for contract review.
May 4	Last day to propose nonrenewal.
May 4	*Last day for a teacher to turn in a letter or resignation that is being recommended by the principal as a non-renewal.
May 4	No T-TESS end-of-year conferences may be held after this date.
May 7	Board Meeting -Teacher Contracts
May 11	10 days before the last day of instruction.
May 25	Last day of instruction.

Second Appraisals:

- Must be submitted in writing to principal and Asst. Superintendent for Personnel within (5) days of post-conference

***Legal References: Texas Education Code Chapter 21 19 Texas Administrative Code Chapter 150

Frequently Asked Questions

1. Who will conduct classroom observations on each campus?

Campus administrators who are trained in T-TESS will conduct the classroom observations.

2. Will all teachers have a formal observation during the 2017-2018 school year?

No, the district uses a waiver system to identify teachers who will be appraised using the formal observation.

3. Will all teachers be evaluated during the 2017-2018 school year?

Yes, those who are not evaluated with a formal classroom observation will be evaluated using the teacher's goal setting as well as classroom walkthroughs.

4. For those teachers who have been identified to receive formal observations, how many formal observations will be conducted each year?

One formal observation shall be conducted during the 2017-2018 school year.

5. Will the observation be announced or unannounced?

All formal observations will be announced.

6. Will the number of formal observations be the same for core and non-core subject areas?

Yes, one formal observation with unlimited walkthroughs will be the same for both core and non-core subject area teachers.

7. How will the District provide the required T-TESS orientation for teachers who are hired after the academic year begins?

Orientation training for new teacher hired after the academic year begins will be handled at the campus level.

8. Will walkthroughs be conducted for the purpose of feedback only, or will the data be included in overall scoring?

Walkthroughs are inclusive of the overall scoring for the end of the year summative score.

9. Will pre-conferences be required for all teachers who will receive a formal observation? Who will receive a post-conference.

Yes, pre-conferences are a required component of the T-TESS cycle. There must be a pre-conference before any formal observation. Post-conferences will be required for all teachers who receive a formal observation and must be completed within seven (7) days after the formal observation.

10. Who will be required to participate in the self-assessment and goal setting process?

All teachers must participate in the self-assessment and goal setting process.

11. Does the beginning of the year teacher self-assessment and goal setting require a face-to-face conference with their appraiser?

Yes, teachers and appraisers work collaboratively to complete the requirement.

12. How might a teacher prepare for a pre-conference?

Teachers should be prepared to share lesson plans, daily schedules, student expectations and relative artifacts?

13. Will teachers be expected to conduct a self-assessment (self-scoring on the rubric) following the lesson observation?

No, teachers will not be expected to conduct a self-assessment following the lesson observation.

**Dumas Independent School District
Texas Teacher Evaluation Support System (T-TESS)
2017-2018 Waiver Agreement**

Teacher Name: _____

Employee Number: _____

This agreement verifies that _____ has met all of the following criteria to be exempt from the Texas Teacher Evaluation and Support System formal observation requirement as per DNA Local.

This agreement is evidence of the District's intent to waive the appraisal process for this year. Both parties agree that the appraiser/supervisor may at any time, with appropriate documentation, place the teacher back on the traditional annual appraisal cycle.

A decision to either accept or reject the waiver must be submitted to your Principal within 5 working days after receiving this notification. Failure to return this notification will be considered as a rejection of the waiver.

Please check one:

I am accepting this waiver. I further acknowledge that if cumulative data attained through informal class visits, walk-throughs, conferences, etc., indicate any deficiency in the Texas Teacher Evaluation and Support System performance criteria, I will then be subject to an annual formal observation either during the current school year or the next at the discretion of the campus principal.

I am rejecting this waiver. I further acknowledge that by rejecting this waiver I will be appraised with Texas Teacher Evaluation and Support System for this school year.

Teacher Signature

Date

Appraiser/Supervisor Signature

Date

**Dumas Independent School District
Texas Teacher Evaluation Support System (T-TESS)
2017-2018 Request for Second Appraisal**

Teacher Name: _____

Employee Number: _____

Date of post conference: _____

Name of Appraiser: _____

I am requesting a second appraisal.

Teacher Signature

Date

Please submit this form to your campus principal no later than 10 working days after post conference