
Note: This document aligns with the appraisal practices recommended by TEA for the Texas Teacher Evaluation and Support System (T-TESS) as described at the TEA site, <https://teachfortexas.org>.

TEACHER
APPRAISAL SYSTEM

T-TESS is a process that seeks to develop habits of continuous improvement with evidence-based feedback and professional development decisions based on that feedback through ongoing dialogue and collaboration.

Components of the appraisal process, such as classroom observations and walk-throughs, will be conducted as frequently as necessary to ensure that teachers receive appropriate guidance.

All teachers at Canutillo Independent School District will be observed using the T-TESS Evaluation Rubric or T-TESS Virtual Evaluation Rubric, and the Student Learning Objectives Rubric.

Principals will train all teachers on the T-TESS Evaluation System and Student Learning Objectives (SLO's). Human Resources will train any new teachers that are hired in September and throughout the year. T-TESS and SLO training must be documented in Strive / Eduphoria and must be completed **before** an observation can be conducted.

Teachers are formally observed in classroom instruction by certified appraisers using the T-TESS rubric that covers multiple dimensions of instructional quality within the 4 domains and SLO's:

1. Planning and Preparation
2. Instruction
3. Classroom Environment
4. Professional Responsibilities

SLO's - Student Learning Objectives

All teachers will be formally observed in the classroom at least once during the school year. Observations may be announced or unannounced and will take place during the fall or spring semester.

Teachers new to the T-TESS rubric evaluation process may request a practice observation that will include a pre and post conference prior to a formal evaluation. "Practice" observations will be a minimum of twenty (20) minutes.

The annual observation cycle runs concurrently with the District approved calendar.

APPRAISER	Each teacher will be appraised by a certified appraiser. If the certified appraiser is not the teacher's supervisor, the appraiser will be selected from the list of certified appraisers.
ANNUAL OBSERVATION CYCLE	A formal observation will be an instructional period or a complete lesson to observe beginning, middle and end of lesson. This may be tasked within an instructional period that is comprised of at least forty-five (45) minutes of instruction (face to face or virtual as determined by the superintendent or designee).
SELF-ASSESSMENT AND GOAL SETTING	<p>The teacher self-assessment, goal setting, and professional development processes are all interwoven and applied throughout the school year to positively affect each teacher's professional practices that ultimately increase student performance.</p> <p>Each teacher will review data and reflect on his or her professional practice, including reviewing the domains, dimensions, and descriptors ascribed in the T-TESS rubric.</p> <p>A teacher who is new to the District or who is in the first year of the appraisal process will receive an orientation and will be guided through the self-assessment and goal-setting process to establish a professional development plan. Within six weeks of completing the orientation, a teacher who is new to the District or who is in the first year of the appraisal process will formulate targeted goals on the Teacher Self-Assessment and Goal-Setting Form and schedule an in-person goal-setting conference with his or her appraiser. After the conference, the teacher will submit his or her approved Goal-Setting and Professional Development Plan to the appraiser.</p> <p>A returning teacher will review the goal(s) and professional development plan established at the end-of-the year conference and student performance data to determine if changes are needed. The teacher will submit to the appraiser his or her approved Goal-Setting and Professional Development Plan within the first six weeks of the school year.</p>
IMPLEMENTATION OF GOALS	Each teacher will regularly monitor progress toward his or her goals. If the teacher feels the goals need to be modified, the teacher should make an appointment with his or her appraiser to discuss individual progress toward his or her goals and/or obtain additional support.
PRE-CONFERENCE	The purpose of a pre-conference is for the appraiser and teacher to mutually discuss the upcoming formative observation with a focus on the interrelationships between planning, instruction, the learning environment, and student outcomes. The pre-conference will be conducted within ten (10) days of an announced observation. Pre-conference is not waived.

FORMAL
OBSERVATION

The formal observation for a teacher's appraisal will be announced.

The teacher will be formally observed in the classroom one time unless the appraiser deems additional observations to be necessary. A classroom observation will be an instructional period or a complete lesson beginning, middle to end within an instructional period that is comprised of at least forty-five (45) minutes of instruction.

After each observation, the teacher is responsible for completing and submitting a lesson reflection within three (3) working days of the observation addressing the following: (DNA REGULATION EXHIBIT B)

1. Areas to reinforce in the lesson
2. Areas of challenges for refinement

Each teacher may have additional observations or walk-throughs that provide actionable, timely feedback, which will allow the teacher to make efficient and contextual professional development choices to help refine practice. If data gathered during the additional observation or walk-through will impact the teacher's summative appraisal rating, a written summary will be shared with the teacher within ten working days after the completion of the additional observation or walk-through.

NOTICE

The District will establish an appraisal calendar each year, and provide the calendar to campuses.

POST-CONFERENCE

All observations will include a post-conference within ten working days of the observation. Post-Conference will not be waived.

END-OF-YEAR
CONFERENCE

The end-of-year conference will be held at least 15 days prior to the last day of instruction to discuss overall performance for the year. End-of-year conferences will not be waived. (See District appraisal calendar)

The end-of-year conference will review the teacher's progress in the following; their professional development plan to include but not limited to the following:

1. Review final observations data for domains 1, 2 and 3.
2. Review teacher/student impact data.
3. Share and discuss evidence for Domain 4 including attainment of goals and follow through.
4. Commend Professional progress and area of reinforcement.
5. Discuss new goal(s) and professional development activities.
6. Discuss other relevant cumulative data and artifacts.

SUMMATIVE ANNUAL
APPRAISAL REPORT

A written summative annual appraisal report will be provided to the teacher within ten working days of the conclusion of the end-of-

year conference. The report will be shared with the teacher no later than fifteen (15) working days before the last day of instruction for students. The written summative annual appraisal report will be placed in the teacher's personnel file by the end of the appraisal period.

LESS-THAN-ANNUAL
APPRAISALS
(WAIVERS)

In accordance with DNA (LOCAL), certain teachers are eligible for less-than-annual appraisals.

Less-than-annual-appraisals (waivers) will be alternated through the last digit of the employee's birth year annually, for those that meet eligibility criterion on DNA Local. The academic school year 2018-2019 will begin this process with "even" numbers: 0, 2, 4, 6, 8. The following "odd" numbers will be used for 2019-2020: 1, 3, 5, 7, 9. District will alternate annually with even and odd for teachers that meet the criteria. (See DNA Local).

The following criteria disqualifies teachers from waiver eligibility:

1. Teacher is new to a grade level;
2. Teacher is new to content area;
3. The campus does not meet overall state accountability rating system;
4. Teacher is on an improvement plan;
5. New Administrators (Principals &/or Assistant Principals) at the campus for appraisal year.

Teachers that are waived for the current year are responsible for the following:

- Goal Setting and Professional Development Goal Setting
 - Student Learning Objectives
 - Walkthroughs
 - Uploading evidence with data for SLO's & Professional Development
 - Summative Evaluation for Goal Reflection, Domain 4 & SLO's
- Note: An appraiser may at any time, with appropriate documentation, place the educator back on the traditional appraisal cycle.

Appropriate documentation: Cumulative data attained through goal/professional development setting, informal class visits, walk-through, conference, completion of SLO's that may indicate any deficiency in the Texas Teacher Evaluation and Support System performance criteria.

SUMMATIVE
APPRAISAL SCORE

Each teacher will be given an overall summative score, which will be based on the following:

- Teacher self-assessment and goal setting
- Observations
- Student Learning Objectives (SLO's)

APPEAL PROCESS
(NOT SECOND APPRAISER)

In the event a teacher participating in the T-TESS evaluation process disagrees with the evaluation scores for individual performance on the performance standards, he or she may appeal within ten (10) working days of the post conference.

This site-based appeals process will follow the outlined procedures:

1. Completion of a "T-TESS Appeal Request" (DNA REGULATION EXHIBIT A) form stating the specific nature of the discrepancy, full disclosure of evidence of performance and a statement of expected performance evaluation or as articulated within the T-TESS Rubric. The completed form must be turned in to the appraiser within ten (10) working days of the post conference.
2. The appraiser will collaborate with a second campus appraiser to: recalibrate using the T-TESS rubric, reassess evidence collected on the lesson observed, consider additional evidence provided by the teacher, and meet with the teacher to review the performance information utilizing the T-TESS rubric in efforts to achieve a mutual agreement. The two (2) campus appraisers will have five (5) working days to review and respond to teacher in writing.

SECOND
APPRAISER

In the event of non-agreement with the Appeal response, a teacher may request a second appraiser in writing within ten (10) working days that the teacher first knew of non-agreement; A teacher may submit a written request within ten (10) working days of receiving a written observation summary, a written summative annual appraisal report, or any other written documentation associated with the teacher's appraisal. If a teacher requests a second appraisal by another certified district appraiser, the second appraiser will be determined by the Human Resources Division in accordance to the following:

- The formal observation for a second appraisal shall be unannounced.
- It will follow the same time lines as the first appraiser or comply with deadlines as established by HR as necessary. The scores of the two appraisals will be averaged, each having equal weight and are final.

GRIEVANCES

Complaints regarding a teacher appraisal should be addressed in accordance with DGBA (LOCAL).