

Mission Consolidated Independent School District
Office of Human Resources
Employee Appraisal Timeline
2021-2022

| | <u>Evaluation / Appraisal Activities</u> | <u>Person(s) Responsible</u> | <u>Deadline</u> |
|----|---|---|------------------------|
| 1. | T-TESS Orientation for first-year Teachers using the T-TESS | Human Resources Dept. | August 05, 2021 |
| 2. | Conduct Principals' BOY conference for TPESS | Exec. Directors for C&I | September 27, 2021 |
| 3. | Disseminate Evaluations to Central Office Supervisors and Campus Principals | Human Resources | January 14, 2022 |
| 4. | Conduct Principals' MOY Conference for TPESS | Exec. Directors for C&I | January 28, 2022 |
| 5. | Submit evaluations and documentation for Teacher nonrenewals/terminations to the Office of Human Resources | Principals | January 28, 2022 |
| 6. | Submit evaluations for Central Office administrators, Principals (letter of Recommendation) and High School Athletic Coordinators to Office of Human Resources | Central Office | February 25, 2022 |
| 7. | Proposed contract renewals/ nonrenewals for principals, High School Athletic Coordinators And Central Office administrators | Superintendent | March 09, 2022 |
| 8. | Notify contracted personnel of proposed nonrenewals/terminations | Human Resources | March 23, 2022 |
| 9. | Complete all evaluations for paraprofessionals, secretaries, clerks and auxiliary personnel and submit to the Office of Human Resources | Principals, Supervisors, Administrators | April 22, 2022 |

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| 10. | Proposed contract renewals/ nonrenewal/terminations for Teachers, Paraprofessionals, Auxiliary and campus non-teaching professionals recommended to the Board | Superintendent | May 11, 2022 |
| 11. | Submit all appraisals for teachers and the evaluation instruments for all non-teaching professionals and Administrators to the Office of Human Resources (ensure Summative Conference have been Conducted) | Principals | May 13, 2022 |
| 12. | Initiate notification and electronic availability of Letters of Reasonable Assurance to paraprofessionals, administrators' secretaries, clerks, and applicable auxiliary personnel | Principals, Supervisors, Administrators | May 16, 2022 |
| 13. | Final date for electronic letters of Reasonable Assurance to be signed | Principals, Supervisors, Administrators | May 27, 2022 |
| **TPESS – Identify and Collect Artifacts And Evidence | | Principals & Exec.Directors | Ongoing |
| **TPESS- EOY Conference and Goal Setting | | Principals& Exec.Directors | June 23, 2022 |

For any paraprofessional or auxiliary personnel not being recommended for re-employment, due process must be followed and documentation must be submitted to the Office of Human Resources with prior notice.