

***Mission Consolidated Independent School District
Office of Human Resources
T-TESS Appraisal Calendar
2018-2019***

	<u>T-TESS Appraisal Activities</u>	<u>Person(s) Responsible</u>	<u>Deadline</u>
1.	Conduct T-TESS Orientation for all teachers	Principals	August 24, 2018
2.	Conduct Goal-Setting and Professional Development (GSPD) Conference for all new teachers. Returning teachers review the goal(s) established at the EOY conference to determine if changes are needed	Principals	August 20, 2018 thru September 14, 2018
3.	Submit Goal-Setting and Professional Development (GSPD) Plan to the appraiser (revised plan, if needed for returning teachers)	Teachers/ Principals	September 24, 2018
4.	Conduct T-TESS Orientation and GSPD Conference for late hires	Principals	On-Going as hired
5.	Submit GSPD Plan to the appraiser for late hires	Teachers/ Principals	within six weeks from the day of orientation
6.	Beginning of T-TESS Observation window	Principals	September 24, 2018
7.	On-Going review of GSPD Plan. On-Going walkthroughs to support and develop teacher practices. On-Going review of teacher and student data. On-Going collection of evidence to support Domain IV	Teachers/ Principals	September 24, 2018 thru April 26, 2019
8.	Begin End of Year Conferences for Domains I, II, & III, teacher presents evidence related to Domain IV	Teachers/ Principals	April 1, 2019
9.	End of T-TESS Observation window	Principals	April 16, 2019
10.	Final day to complete End of Year Conferences for Domains I, II, III and for teachers to present evidence related to Domain IV	Principals	April 26, 2019

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| 11. | Final date to complete End of Year Annual Report for each teacher to include Domains I, II, III, & IV. | Teachers/
Principals | May 3, 2019 |
| 12. | Submit End of Year T-TESS Appraisals for all teachers to the HR Office | Principals | May 10, 2019 |

13. **OBSERVATION DATE LIMITATIONS**

Formal Observations cannot be conducted on the following days as per local procedures and regulations.

Last day before a holiday:

- November 16, 2018
- December 21, 2018
- March 8, 2019
- April 17, 2019

Day after a holiday:

- November 26, 2018
- January 9, 2019
- February 5, 2019
- March 18, 2019
- April 23, 2019

Days scheduled for end of semester examinations (as scheduled by campus)

Days scheduled for state-mandated assessments (as scheduled)