



West Sabine Independent School District

TEXAS TEACHER EVALUATION AND SUPPORT SYSTEM (T-TESS)

2020-2021

LOCAL PROCEDURES FOR APPROVED APPRAISERS, TEACHER RESPONSES/REBUTTALS, REQUESTS FOR SECOND APPRAISALS, AND OTHER LOCAL ISSUES

APPROVED APPRAISERS

All campus principals and assistant principals who have met all certification requirements to be a T-TESS appraiser are approved to serve as T-TESS appraisers. In addition, second appraisals may be performed by central office instructional support personnel who are T-TESS certified. These persons include executive directors, directors, assistant directors, instructional specialists, and coordinators. Classroom teachers who participated in T-TESS training may be used for staff development and as resource persons for other teachers, but will not be used as appraisers.

LOCAL IMPLEMENTATION PROCEDURES

Teacher Orientation Sessions:

Each campus is required to review T-TESS implementation procedures with all teachers prior to beginning the evaluation process. All teachers shall attend T-TESS orientation no later than the first three

(3) weeks of school and at least two (2) weeks before the first observation when;

- the teacher is new to the district;
- the teacher has never been appraised under the T-TESS; or
- district policy regarding teacher appraisal has changed since the last time the teacher was provided a T-TESS orientation

New teachers must receive T-TESS training within three (3) weeks of their start date. T-TESS orientation may include online materials in addition to a face-to-face training session.

In addition to the orientation, campuses may hold other sessions allowing teachers to actively participate in a discussion of T-TESS specifics and to have their questions answered.

Pre-conferences: (Goal Setting and Observation)

All teachers in the first year of appraisal under the T-TESS or teachers new to the district must conference concerning their Goal-Setting and Professional Development Plan prior to the teacher submitting the plan to the teacher's appraiser. After a teacher's first year of appraisal under T-TESS within the district, an observation pre-conference must be conducted prior to announced observations.

Goal-Setting and Professional Development Plan:

The annual teacher appraisal shall include a completed and appraiser-approved Goal-Setting and Professional Development Plan.

For teachers in the first year of appraisal under the T-TESS or teachers new to the district, the plan must be submitted to the teacher's appraiser within the first six (6) weeks from the day of completion of the T-TESS orientation. Plans initially drafted in conjunction with the teacher's end-of-year conference from the previous year and revised as needed for the current school year, shall be submitted to the teacher's appraiser within the first six (6) weeks of instruction. The plan is maintained throughout the school year by the teacher to track progress of goals and professional development activities in the approved plan and is

to be shared with the teacher's appraiser prior to the end-of-year conference. The plan will be used after the end-of year conference in the determination of ratings for the goal setting and professional development dimensions of the T-TESS rubric.

Cumulative Data:

Any documentation that will influence the teacher's summative annual appraisal report must be shared in writing with the teacher within ten (10) working days of the certified appraiser's knowledge of the occurrence. The principal shall also be notified in writing of the cumulative data when the certified appraiser is not the teacher's principal. Data which could negatively affect the summative annual appraisal report requires a conference with a written report.

Formal and Walk-through Classroom Observations:

Formal classroom observations must be at least 45-minutes in duration. This 45-minute period may be divided into shorter segments only with the mutual consent of both the teacher and the teacher's supervisor. Notice of at least two (2) working days will be given before any formal observations. A minimum of two (2) informal walk-throughs are required. No advance notice is required for informal walk-throughs.

Observation Post Conferences:

An observation post-conference shall be conducted within ten (10) working days after completion of an observation. The conference is diagnostic and prescriptive in nature. A written report of the rating of each dimension observed is presented to the teacher after a discussion of the areas for reinforcement and refinement. This can allow for, at the discretion of the appraiser, a revision to an area based on the post-conference discussion.

End-of-Year Conferences:

A written summative annual appraisal report shall be provided to the teacher within ten (10) working days of the conclusion of the end-of year conference. The end-of-year conference shall;

- review the appraisal data collected throughout the school year
- examine and discuss evidence related to the teacher's performance of Domain IV
- examine and discuss evidence related to the performance of the teacher's students and,
- identifies potential goals and professional development activities for the teacher for the next year.
- be held no later than fifteen (15) working days before the last day of instruction for students.

Less Than Full Annual Appraisal (Waiver from Formal Observation):

WSISD Board Policy DNA (Local) establishes district requirements for less than annual appraisals. Except as otherwise provided by this subsection and described in WSISD Board Policy DNA (Local), a full appraisal must be done each school year. A teacher may receive a full appraisal less frequently if the teacher requests in writing and the teacher's most recent appraisal meets T-TESS or WSISD requirements for less than annual evaluations.

A teacher must receive a full appraisal at least once during each period of five (5) school years.

To be eligible for less than annual evaluations under the T-TESS a teacher shall:

- Be employed on an educator term contract;
- A teacher's most recent full appraisal resulted in the teacher receiving summative ratings of at least Accomplished or Distinguished on nine of the sixteen dimensions of T-TESS and did not identify any area of deficiency defined by a rating of Development or Needs Improvement.
- State Level performance indicators of the teacher's students meet all standards.
- Have been employed by the District as a teacher for at least five (5) years.
- Eligibility for waiver does not guarantee appraisal approval of waiver for Less Than Full Annual Appraisal.
- After approving a waiver request, an appraiser may revoke the approval at any time for any reason as long as it is communicated in writing with the teacher.

In a year in which a teacher does not receive a full appraisal due to meeting the requirements of T-TESS or WSISD Board Policy, a teacher shall participate in the Goal-Setting and Professional Development Plan process and a modified end-of-year conference that addresses the progress on the Goal-Setting and Professional Development Plan, the performance of the teacher's students, and the following year's Goal-Setting and Professional Development Plan.

WRITTEN RESPONSES/REBUTTALS

A teacher may submit a written response or rebuttal at the following times:

- for Domains I, II and III after receiving a written observation summary or any other written documentation related to the ratings of those three domains or
- for Domain IV and for the performance of the teacher's students after receiving a written summative annual appraisal report.

Any written response or rebuttal must be submitted 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.

REQUESTS FOR SECOND APPRAISALS

A teacher may request a second appraisal by another certified appraiser from outside the teacher's campus at the following times:

- for Domains I, II, and III after receiving a written observation summary with which the teacher disagrees; or
- for Domain IV and for the performance of the teacher's students after receiving a written summative annual appraisal report with which the teacher disagrees.

The second appraisal must be requested within ten (10) working days of receiving a written observation summary or a written summative annual appraisal report. 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, cumulative data may also be used by the second appraiser to evaluate other dimensions.

APPRAISAL PROCESS GRIEVANCES

The West Sabine Independent School District has provided a written policy establishing a procedure for teachers to present grievances regarding the evaluation process. The purpose of this policy is to provide employees an orderly process for the prompt and equitable resolution of complaints. The Board of Trustees intends that, whenever feasible, complaints can be resolved at the lowest possible administrative level. The Board has the authority to review the educational judgment of an appraiser regarding denial of credit and may award credit only if the appraiser's educational judgment was clearly erroneous or an abuse of discretion. Teachers may refer to Board policies DGBA (LEGAL) and DGBA (LOCAL) concerning employee complaints to address grievances related to the appraisal process.

2020-2021 West Sabine Independent School District
APPRAISAL CALENDAR
TEXAS TEACHER EVALUATION AND SUPPORT SYSTEM (T-TESS)

August 31, 2020

Deadline for T-TESS face-to-face teacher orientation for all teachers new to the district or that have never been appraised under the T-TESS. If a teacher has a later start date, the teacher must receive T-TESS orientation within three (3) weeks of their start date. T-TESS orientation may include online materials in addition to face-to-face training session.

September 16, 2020

Due date for Teacher Request for Waiver from Formal Observation

September 30, 2020

Formal classroom observations may begin for teachers that have completed T-TESS orientation. Notice of at least two (2) working days will be given before any formal observations. Walk-throughs and other documentation possibly impacting a teacher's appraisal may be conducted at any time during the school year. After a teacher's first year of appraisal under T-TESS within the district, an observation pre-conference shall be conducted prior to announced observations.

Formal and Informal Observations may not be conducted on the days immediately before or after school holidays, days scheduled for end-of-semester or end-of-year exams, or days scheduled for state-mandated or other standardized tests.

These dates include but are not limited to: August 27-28, 31; September 4-8, 18-22, 24-28; October 1-5; November 3, 19-30; December 17-31; January 1-5, 15-19; February 12-22; April 1-6, 9-19; and May 14-22

**NO FORMAL OBSERVATIONS MAY BE CONDUCTED FROM AUGUST 12-September 28, 2020.
*COVID START-UP PLAN.**

An observation post-conference shall be conducted within ten (10) working days after completion of an observation. The conference is diagnostic and prescriptive in nature. A written report of the rating of each dimension observed is presented to the teacher after a discussion of the areas for reinforcement and refinement. This can allow for, at the discretion of the appraiser, a revision to an area based on the post-conference discussion.

The teacher may request a second appraisal by another appraiser within (10) working days of receiving a written observation summary or written summative annual appraisal report in which the teacher disagrees.

April 29, 2021

Deadline for written summative annual appraisal report (must be no later than 15 working days before the last day of instruction). Appraisers must hold the face-to-face End of Year conference with the teacher prior to providing the written summative annual appraisal report to the teacher. Reminder: An appraiser has only 10 working days in which to provide the written summative annual report to the teacher after the face to face conference.

T-TESS

The District shall appraise teachers using the Texas Teacher Evaluation and Support System (T-TESS) in accordance with law and administrative regulations.

The Board shall approve a list of certified appraisers who can appraise a teacher in place of the teacher's supervisor.

Annual Appraisal

District teachers shall be appraised annually.

Exception

Teachers who are eligible for less frequent evaluations in accordance with law [see DNA(LEGAL)] and the local criteria established in this policy shall be appraised in accordance with the provisions below.

Less-Than-Annual

Eligibility

In addition to meeting the eligibility requirements in state rules, to be eligible for less-than-annual evaluations under the T-TESS, a teacher shall:

1. Be employed on an educator term contract;
2. Hold SBEC certification; and
3. Have been employed by the District for at least five years.

Frequency

Eligible teachers shall be appraised every three years.

During any school year when a complete appraisal is not scheduled for an eligible teacher, either the teacher or the principal may require that an appraisal be conducted by providing written notice to the other party.

A teacher's supervisor shall have the authority to return a teacher to the traditional appraisal cycle as a result of performance deficiencies documented in accordance with state rule.

Annual Review Process

In the years in which a T-TESS appraisal is not scheduled for an eligible teacher, the teacher shall participate in an annual review process that includes the elements listed in state rule.

The annual review process shall produce a written document to be presented to the teacher, signed by the teacher and supervisor, and maintained in the personnel file.

for Educator Certification, or supervisory staff whose job description includes the appraisal of teachers and who is not a classroom teacher.

An individual other than a campus administrator may act as a certified appraiser if:

1. The individual has been certified by completing the required training prior to conducting appraisals; and
2. In the case where the certified appraiser is a classroom teacher, the certified appraiser:
 - a. Conducts appraisals at the same school campus at which the certified appraiser teaches if the certified appraiser is the chair of a department or grade level whose job description includes classroom observation responsibilities; or
 - b. Does not conduct appraisals of classroom teachers who teach at the same campus as the certified appraiser if the certified appraiser is not a department or grade-level chair.

Training and Certification

Before conducting appraisals, an appraiser must be certified by having satisfactorily completed the state-approved T-TESS appraiser training and having passed the T-TESS certification examination, and must have received Instructional Leadership Training (ILT), Instructional Leadership Development (ILD), or Advanced Educational Leadership (AEL) certification. Appraisers without ILT, ILD, or AEL certification before January 1, 2016, may not take ILT or ILD to satisfy the requirement. Periodic recertification and training shall be required.

Education Code 21.351(c); 19 TAC 150.1005

Appraisal Calendar

A district shall establish a calendar for teacher appraisals and provide that calendar to teachers within three weeks from the first day of instruction. The appraisal period for each teacher must include all of the days of the teacher's contract.

Observations during the appraisal period must be conducted during the required days of instruction for students during one school year.

The appraisal calendar shall:

1. Exclude observations in the two weeks after the day of completion of the T-TESS orientation in the school years when an orientation is required; and

2. Indicate a period for end-of-year conferences that ends no later than 15 working days before the last day of instruction for students.

19 TAC 150.1003(d)

A teacher may be given advance notice of the date or time of an appraisal, but advance notice is not required. *Education Code 21.352(d); 19 TAC 150.1003(c)*

Assessment of
Teacher
Performance

Each teacher must be appraised each school year, except as provided below at Less-Than-Annual Appraisal. Whenever possible, an appraisal shall be based on the teacher's performance in fields and teaching assignments for which he or she is certified. *19 TAC 150.1003(a)*

During the appraisal period, the certified appraiser shall evaluate and document teacher performance specifically related to the domain criteria as identified in 19 Administrative Code 150.1002(a) and the performance of teachers' students as defined in 19 Administrative Code 150.1001(f)(2). *19 TAC 150.1003(e)*

*Less-Than-
Annual Appraisal*

A teacher may receive a full appraisal less than annually if the teacher agrees in writing and the teacher's most recent full appraisal resulted in the teacher receiving summative ratings of at least proficient on nine of the sixteen dimensions and did not identify any area of deficiency, defined as a rating of Improvement Needed or its equivalent, on any of the sixteen dimensions identified in 19 Administrative Code 150.1002(a) or the performance of teachers' students, as defined in 19 Administrative Code 150.1001(f)(2). A teacher who receives a full appraisal less than annually must receive a full appraisal at least once during each period of five school years.

District policy may stipulate:

1. Whether the option to receive a full appraisal less frequently than annually is to be made available to teachers;
2. Whether the option to receive a full appraisal less frequently than annually is to be adopted district-wide or is to be campus specific;
3. If the appraisal accompanying a teacher new to a district or campus meets this option, whether the appraisal is to be accepted or whether that teacher is to be appraised by the new campus administrator; and
4. Whether a certified appraiser may place a teacher on the traditional appraisal cycle as a result of performance deficiencies

documented in accordance with 19 Administrative Code 150.1003(b)(6) and (f) (cumulative data regarding teacher performance in addition to formal classroom observations).

A school district may choose annually to review the written agreement to have less frequent full appraisals with the teacher. However, at the conclusion of the school year, the district may modify appraisal options through board policy and may make changes to expectations for appraisals that apply to all teachers regardless of a teacher's participation in the appraisal option in the previous year(s).

In a year in which a teacher does not receive a full appraisal due to meeting the requirements, a teacher shall participate in:

1. The Goal-Setting and Professional Development Plan process;
2. The performance of teachers' students, as defined in 19 Administrative Code 150.1001(f)(2); and
3. A modified end-of-year conference that addresses:
 - a. The progress on the Goal-Setting and Professional Development Plan;
 - b. The performance of teachers' students, as defined in 19 Administrative Code 150.1001(f)(2); and
 - c. The following year's Goal-Setting and Professional Development plan.

19 TAC 150.1003(l)

*Domains and
Dimensions*

Each teacher shall be appraised on the following domains and dimensions of the T-TESS rubric that is aligned to the Texas Teacher Standards in 19 Administrative Code Chapter 149 (Commissioner's Rules Concerning Educator Standards):

1. Domain I. Planning, which includes the following dimensions:
 - a. Standards and alignment;
 - b. Data and assessment;
 - c. Knowledge of students; and
 - d. Activities.
2. Domain II. Instruction, which includes the following dimensions:
 - a. Achieving expectations;