

## T-TESS CALENDAR 2023-2024

T-TESS Orientation Training (Required)		Training Date	
Initial T-TESS Orientation Training for NEW Teachers (new to the district & profession)		July 28, 2023 & August 4, 2023	
Initial T-TESS Orientation Training for Late Hires		Must receive T-TESS training within three weeks from hire date and at least two weeks before first observation.	
T-TESS Refresher Training for Returning Teachers on Campus		T-TESS training to be completed no later than September 4, 2023	
Goal-Setting and Professional Development Plan (GSPD)		Due Date	
A goal setting and professional development plan is required for a teacher in the first year of appraisal under T-TESS and teachers new to the district.		Six weeks from the date of orientation.	
Returning teachers review the goals established at the EOY Conference to determine if changes are needed. Changes will be made on the GSPD Plan in Eduphoria.		September 22, 2023	
Observation Pre-Conference and Observation		Due Date	
Announced Formal Observations		May begin formal observations two weeks after orientation.	
Observation Post-Conference		Conducted within ten working days of the observation.	
End of Year conference and Written Summative Annual Appraisal		Due Date	
An end of year conference shall be held no later than 15 working days before the last day of instruction for students.		May 1, 2024	
Written Summative Annual Appraisal (Final Observation Report)		The written summative annual appraisal report (Final Observation Report) shall be shared with the teacher within 10 working days following the conclusion of the EOY conference but no later than 15 working days before the last day of instruction.	
Instructional Days on which no observations are allowed due to day before and day after a holiday.			
September 1, 2023	November 17, 2023	January 12, 2024	March 7, 2024
September 5, 2023	November 27, 2023	January 16, 2024	March 18, 2024
October 5, 2023	December 21, 2023	February 15, 2024	March 28, 2024
October 11, 2023	January 9, 2024	February 20, 2024	April 2, 2024
>No observations are allowed on days a teacher is scheduled for STARR testing< >Walkthroughs may be conducted and cumulative data may be obtained on any day and at any time throughout the school year.<			

## T-TESS Calendar 2023-2024, Page 2

<b>Orientation</b>	<ul style="list-style-type: none"> <li>Teachers new to the district will be trained for T-TESS.</li> <li>All individuals appraised with T-TESS will attend T-TESS campus orientation.</li> <li>Teachers hired after August will be trained by campus administration.</li> </ul>
<b>Teacher Goal-Setting Plan (GS) and Student Goal (SGG)</b>	<ul style="list-style-type: none"> <li>A completed, appraiser-approved GS &amp; SGG must be submitted through Eduphoria by ALL teachers and reviewed at the beginning of the year conference.</li> <li>GS and SGG will be maintained through the course of the school year by the teacher.</li> <li>Teacher GS &amp; SGG will be reviewed with teacher at the EOY conference.</li> <li>SGG rating will be shared with teachers at the EOY conference.</li> </ul>
<b>Pre-Conference</b>	<ul style="list-style-type: none"> <li>The teacher will submit pre-conference documents to his/her appraiser either before or during the pre-conference.</li> </ul>
<b>Formal Observation</b>	<ul style="list-style-type: none"> <li>Advance notice – provide a ten (10) working day window for observation.</li> <li>Minimum 45- minute observation which will include a full lesson.</li> <li>Written summary submitted to the teacher within ten (10) working days of the formal observation.</li> </ul>
<b>Post-Conference</b>	<ul style="list-style-type: none"> <li>The post-conference must be held no more than ten (10) working days after the formal observation.</li> </ul>
<b>Schedule Limitations – Review &amp; Testing Days</b>	<ul style="list-style-type: none"> <li>Formal observations may NOT be held on days scheduled for end-of-semester or end-of-year examinations, or days scheduled for state-mandated assessments or other standardized tests.</li> </ul>
<b>Growth Plans</b>	<ul style="list-style-type: none"> <li>T-TESS appraisals do NOT automatically trigger growth plans.</li> <li>Professional growth plans may be established for teachers at any time throughout the year.</li> <li>Contact HR for assistance on establishing growth plans.</li> </ul>
<b>Documented Walkthroughs</b>	<ul style="list-style-type: none"> <li>A minimum of two (2) documented T-TESS walkthroughs must be conducted for ALL teachers. These must be completed in Eduphoria on the T-TESS walkthrough document (Minimum: one each semester)</li> <li>Each walkthrough must be a minimum of fifteen (15) minutes in length.</li> <li>Documentation must be shared with the teacher in writing within ten (10) days.</li> </ul>
<b>Teacher Response/Request for a Second Appraiser</b>	<ul style="list-style-type: none"> <li>A teacher may rebut in writing and/or request 2<sup>nd</sup> appraisal within 10 working days after receiving the Observation Summary Form or Summative Annual Report.</li> </ul>
<b>End-of-Year Conference</b>	<ul style="list-style-type: none"> <li><b>All teachers</b> must have an End-of-Year Conference no later than May 1, 2024.</li> <li>Review of the appraisal data collected throughout the current school year.</li> <li>Examine and discuss the evidence related to the teacher's performance on the four domains OR domain four of the T-TESS rubric depending on the type of teacher appraisal.</li> <li>Review Goal-Setting and Professional Development Plan and Plan for following school year.</li> <li>Review Student Growth Goals, student trackers and SGG rating rubric - add to T-TESS summative report.</li> </ul>
<b>Summative Annual Report and Conference</b>	<ul style="list-style-type: none"> <li><b>Teachers</b> <u>may</u> waive the summative conference <b>IF</b> no new evidence is provided and signatures are obtained at the end-of- year conference.</li> <li>Any piece of evidence/documentation shared with the teacher in writing within ten (10) days can be used as documentation/evidence.</li> <li>The summative report shall be shared with the teacher within 10 working days following conclusion of the EOY conference.</li> <li>The summative conference must be held no later than 15 working days before the last day of instruction – May 1, 2024.</li> <li>Printed, signed copies uploaded to Frontline Central.</li> </ul>
<b>Librarians, Counselors, Nurses, and Other Educational Professionals</b>	<ul style="list-style-type: none"> <li>Do not use the T-TESS instrument and must be evaluated annually, per Board policy.</li> </ul>