



Point Isabel Independent School District
Texas Teacher Evaluation and Support System (T-TESS)
Administrative Guidelines
2017-2018

Appraisal Process	<p>Teachers will be observed a minimum of once during each school year.</p> <p>One Observation</p> <ul style="list-style-type: none"> • A pre-conference will be conducted • A window for the observation will be set during the pre-conference • The length of the observation will be determined by the length of the lesson and not be less than 45 minutes • Prior to the observation a pre-conference will be conducted • A post conference will be conducted after the observation
Waiving of Observation Request for Second Appraisals	<p>Waiving an appraiser from an observation is not permitted.</p> <p>Teachers may request one second appraisal (observation) for the 2017 - 2018 school year.</p> <p>The teacher has ten days from the day they received their written observation to request a second observation. At the discretion of the appraiser, the time period may be extended to 15 working days.</p> <p>The request for a second appraiser must be in writing.</p>
Walk Throughs	<p>Each teacher will have a minimum of four walk throughs during the 2017 - 2018 school year.</p>
Access to Evaluations Orientation	<p>T-TESS evaluations will be maintained in Eduphoria Appraise</p> <p>All teachers will be provided an orientation on T-TESS no later than the second week of school.</p>
Appraisers	<p>All T-TESS appraisers have received the mandated T-TESS three-day training and passed the T-TESS certification assessment.</p>
Appraisal Calendar	<p>Teachers may be appraised any time during the 2017 - 2018 school year except:</p>
Appraisal Exceptions	<ol style="list-style-type: none"> 1. Observations may not be conducted during the first two weeks of school 2. Observations during the three weeks after the day of the T-TESS orientation for new teachers after beginning of the school year 3. The last day of instruction before any official school holiday or the first day of instruction after any official school holiday 4. No later than 15 working days prior to the summative 5. Days scheduled for state-mandated assessments or other standardized assessments

Domain IV	Professional Practices and Responsibilities	
School/Community Involvement	Distinguished	Almost Always
	Accomplished	Participate in events at all levels- District/Community/Campus Demonstrates leadership role/ organizer/planning committee Frequently Participant in district, community and campus events (all 3 areas)
	Proficient	Regularly Participates in two out of the three areas
	Developing	Sometimes Participates in one out of the three areas
	Improvement Needed	Limited Participates only if required