



HENRIETTA

Independent School District

2017-2018 Appraisal Procedures and Calendar

HISD 2017-2018 Appraisal Period: August 10, 2017-May 24, 2018

HISD 2017-2018 Observation Period: September 18, 2017-February 27, 2018

HISD 2017-2018 End-of-Year Conference Period: February 28, 2018-May 4, 2018

Appraisal Calendar

1. Observations will begin September 18, 2017
2. Observations may not be scheduled on the following days:
September 14, 2017
November 20-21, 2017
December 11-15, 2017
January 3-5, 2018
3. The End-of-Year conference shall occur no later than 15 working days prior to the last day of instruction (May 4, 2018).

T-TESS Teacher Orientation

1. T-TESS Orientation is conducted when a teacher is new to the district or has never been appraised under T-TESS.
2. T-TESS Orientation shall be face-to-face training.
3. Orientation shall take place no later than the first three weeks of school or when the teacher is hired and at least two weeks before the first observation.
4. Each appraiser must review the Henrietta ISD Appraisal Procedures and Calendar and Second Appraisal Procedures with classroom teachers within the first three weeks of the school year.

Goal Setting and Professional Development (GSPD)

First year of appraisal under T-TESS or teachers new to the district:

1. A GSPD Conference is required for a teacher in the first year of appraisal under T-TESS or a teacher new to the district.

The teacher shall:

- Independently review data and reflect on professional practices, including reviewing domains, dimensions, and descriptors of the T-TESS rubric.
 - Formulate targeted goals on the Teacher Self-Assessment and Goal Setting form to include goals, actions, targeted completion date, and evidence of goal attainment.
 - Submit goals in DMAC to appraiser prior to the GSPD conference.
 - Schedule an in-person GSPD conference with his or her appraiser.
 - The classroom teacher and appraiser will sign the approved GSPD plan.
 - The signed GSPD plan is placed in the teacher's campus file.
 - The appraiser may request revisions in the GSPD plan before final approval.
2. The GSPD plan must be submitted to the teacher's appraiser within six weeks from the day of completion of the T-TESS orientation (September 29, 2017).

Returning Teachers:

1. Review the goal(s) and professional development plan established at the End-of-Year conference and current student performance data to determine if changes are needed.
2. Submit his or her GSPD plan to the appraiser in DMAC within the first six weeks of the school year.
3. Schedule a brief meeting with his or her appraiser to discuss, approve, and sign the current GSPD plan.
4. The appraiser may request revisions in the GSPD plan before final approval.
5. The signed GSPD plan is placed in the teacher's campus file.

Implementation of Goals:

1. Each teacher will regularly monitor progress toward his or her goals.
2. If the teacher feels the goals need to be modified, the teacher should make an appointment with his or her appraiser to discuss individual progress toward goals and/or obtain additional supports.

Classroom Observation

1. One announced classroom observation, at least 45 minutes in length, will be conducted for eligible classroom teachers.
2. Walk-throughs will be conducted for each classroom teacher.

Pre-Conference:

1. A pre-conference shall take place within ten days prior to the 45 minute observations.
2. The teacher and appraiser will set an observation time.
3. The pre-conference provides the teacher an opportunity to demonstrate his or her knowledge and skills for the planning domain and its correlating dimensions.
4. The pre-conference is primarily focused on the upcoming observation and what the teacher has planned to ensure that the instructional objective(s) are met.

Post-Conference:

1. A post-conference shall be conducted within ten working days after the completion of a 45 minute observation.
2. The purpose of the post-conference is to provide teachers opportunities to self-reflect on the execution of his or her lesson, including the impact on student performance.
3. Appraisers offer guidance and support using leading questions. **Four key elements** used in the post-conference are:
 - a. Introduction
 - b. Reinforcement—relative strength of the lesson (Glow)
 - c. Refinement—area for improvement of the lesson (Grow)
 - d. Review Rating—share evidence for rating

End-of-Year (EOY Conference)

The EOY conference allows teachers and appraisers to review the information collected throughout the year, summarize the current year, and prepare for the next year.

Prepare for the EOY conference:

Teacher:

- Complete and submit Part II of the Teacher Self-Assessment and Goal Setting form in DMAC prior to the scheduled EOY conference.
- Identify the evidence and other data that aligns and supports each of the goals and progress towards the goals, including the impact on student performance.
- Identify the evidence and other data that aligns and supports Domain 4.
- Organize the evidence/data prior to the conference.

Appraiser:

- Schedule EOY conference
- Communicate expectations to teachers prior to the conference, including documentation or evidence needed to support goal achievement and Domain 4.
- Print Part II of the Teacher Self-Assessment and Goal Setting form.

EOY conference, the teacher shall:

- Present evidence towards meeting district expectations for attendance, ethics, and professional demeanor (Dimension 1).
- Present evidence of growth towards the attainment of goals (Dimension 2).
- Present evidence of contributions toward professional development (Dimension 3).
- Present evidence of contributions in school/community leadership with district or school colleagues, students, or community members (Dimension 4).
- Discuss next year's goal(s) and professional development plan.

EOY conference, the appraiser shall:

- Conduct the EOY conference.
- Focus on growth over the course of the year, goal attainment and the teacher's evidence.
- Connect changes in practice to changes in student performance.
- Celebrate and validate the teacher's successes and refinement areas.
- Emphasize the continuous improvement process.
- Review evidence for Domain 4 (Domain 4 is not scored until after the teacher has been afforded the opportunity to present evidence related to each of the four dimensions in this domain during the EOY conference).
- Share Domain 1-3 ratings using cumulative data (walk-throughs, observation, and other documentation).

Summative Annual Report

1. After the EOY conference, the appraiser shall score Domain 4 using the evidence presented by the teacher. The written summative annual report shall be shared (allow staff to view) in DMAC with the teacher within ten working days following the conclusion of the EOY conference, but not later than 15 days before the least day of instruction for students.
2. The teacher uses the electronic signature and date function in DMAC for T-TESS documentation.
3. The appraiser makes a copy of the summative report with the electronic signature and date. All campus level evaluations are sent to the HISD administration office on or before the third Friday in May (May 18, 2018).
4. Note: Any documentation collected after the EOY conference may be considered as part of the annual appraisal of the teachers.