

Overton ISD Appraisal Calendar 2016-2017

Information and Important Dates

Timeline

- The appraisal period for each teacher includes all of the days of a teacher's contract.
- Observations during the appraisal period shall be conducted during the required days of instruction for students during one school year

T-TESS Orientation

- Teachers who are new to the district, in their first year of appraisal under T-TESS, or when policy regarding appraisal has changed since the last time the teacher was provided with an orientation must complete the T-TESS orientation no later than the final day of the first three weeks of instruction (September 9, 2016).

Goal Setting and Professional Development Plan

For teachers who are new to the district or are in their first year of appraisal under T-TESS:

- Goal Setting and Professional Development Plan Conference with appraiser must take place prior to submitting plan to appraiser;
- Plan must be submitted to appraiser within the first six weeks from the date of completion of the T-TESS Orientation.

For teachers who are not new to the district or who are not in their first year of appraisal under T-TESS:

- Initially drafted in conjunction with the previous year's End of Year Conference;
- Revised as needed.
- Submitted to appraiser within the first six weeks of instruction (September 30, 2016).

Maintained by teacher throughout the school year.

Submitted to appraiser prior to End of Year Conference.

Pre-Conference

- After a teacher's first year of appraisal under T-TESS within the district, a pre-conference must be conducted with the appraiser prior to the observation.

Non-Observation Days

- Observations are excluded during the two weeks following the date of completion of the T-TESS Orientation in school years when orientation is required.

Post-Conference

- Post-Conference must be conducted within 10 working days after the completion of an observation

Written Summary

- A written summary of the observation is provided to the teacher within 10 working days.

End of Year Conference

- The End of Year Conference period ends no later than 15 working days before the last day of instruction for students (May 31, 2016)

Summative Annual Report

- A copy of the Summative Annual Report must be provided to the teacher within 10 working days of the conclusion of the End of Year conference, and at least 15 working days before the last day of instruction for students (May 31, 2016).

Important Dates on Appraisal Calendar

2016-2017

September 9, 2016: Deadline for completion of T-TESS Orientation for teachers who require orientation and who were hired prior to the first day of instruction for students.

September 30, 2016: Deadline to submit initial Goal Setting and Professional Development Plan to appraiser.

May 9, 2017: Last day to submit Goal Setting and Professional Development Plan to appraiser

May 10, 2017:Last day for all End of Year Conferences to be completed

May 10, 2017: Last day for all Summative Annual Reports to be provide to teachers.