



Sulphur Springs Independent School District
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Josh Williams
Assistant Superintendent for Secondary
Education and State and Federal Programs

Date: July 24, 2018

To: Administrative Staff and Teachers

From: Josh Williams

Re: T-TESS Appraisal Calendar

The District shall appraise teachers using the Texas Teacher Evaluation and Support System (T-TESS) in accordance with law and administrative regulations. District teachers shall be appraised annually except eligible teachers may be appraised every three years in accordance with DNA (LOCAL).

Teacher Orientation

For 2016 – 2017, all SSISD teachers received an orientation and were guided through the self-assessment and goal setting process. For 2017 – 2018 and thereafter, only teachers new to the district shall receive an orientation. Teacher orientation will occur no later than the first three weeks of school.

Goal Setting and Professional Development (GSPD) Plan

A completed and appraiser approved GSPD shall be submitted to the teacher's appraiser within the first six weeks from the day of completion of the T-TESS orientation for teachers new to the district, or initially drafted in conjunction with the teacher's end-of-year conference from the previous year, revised as needed, and submitted to the teacher's appraiser within the first six weeks of instruction.

Formal Observations

Teachers receiving a formal observation will be observed in the classroom one time unless the appraiser deems additional observations to be necessary. A classroom observation will be an instructional period or a complete lesson within an instructional period that consists of a minimum of 45 minutes of instruction unless agreed otherwise per DNA (LOCAL).

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

Formal observations may be conducted beginning September 10, 2018 through May 1, 2019 excluding the following dates:

November 16 & 26, 2018
December 17-20, 2018

January 9-11, 2019
March 15 & 25, 2019

End of Year Conferences

End-of-year conferences shall be concluded no later than May 2, 2019.

