



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

Date: July 1, 2016

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 will receive an orientation and will be guided through the self-assessment and goal setting process. Teacher orientation will occur no later than the first three weeks of school.

Goal Setting and Professional Development (GSPD) Plan

Within the first six weeks of school, teachers will formulate targeted goals and schedule an in-person goal-setting conference with his or her appraiser. After the conference, the teacher will submit his or her approved goal setting and professional development plan to the appraiser.

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 12, 2016 through May 2, 2017 excluding the following dates:

October 20 & 24, 2016
November 18 & 28, 2016
December 12-16, 2016

January 4, 13 & 17, 2017
March 10, 21, 2017
April 13 & 18, 2017

End of Year Conferences

End-of-year conferences shall be concluded no later than May 3, 2017.

