

EVALUATION OF TEACHING STAFF

DNA  
(REGULATION)

GENERAL  
PROCEDURE

All T-TESS observations will be scheduled by the administrator and announced to the teacher by date and time.

Teachers in a teaching setting other than a traditional classroom (ex. Discipline setting) may receive a modified TTESS appraisal with approval from the Executive Director for Curriculum and Instruction.

PERSONNEL

Campus personnel receiving a TTESS appraisal will be divided into three groups by the campus administrator.

The three groups will rotate onto TTESS one group at a time so that each teacher is on a cycle to be appraised with TTESS every third year.

In the initial year of TTESS a goals planning conference will be held with each staff member to set goals for the year. In subsequent years, the goals will be set at the summative conference in the spring in accordance with Chapter 150 of the Commissioner's Rules Concerning Educator Appraisal.

All personnel not receiving a full appraisal will have a midyear conference to discuss progress toward goals, documented in writing with the appraiser.

Three documented walkthroughs (15 minutes each) will be required for personnel not receiving a full appraisal. Best practice would indicate a conference after each walkthrough.

PROCEDURE FOR  
SELECTION OF  
SECOND  
APPRAISER

Upon receipt of a request for a second appraisal, the campus administrator shall contact the Executive Director for Curriculum and Instruction for the selection of the appraiser