

Miami ISD

2017-2018 T-TESS Appraisal Calendar

Month	Action	Person Responsible	Required Document
August	<ul style="list-style-type: none"> Training for T-TESS 	<ul style="list-style-type: none"> Principals or ESC16 	<ul style="list-style-type: none"> T-TESS training documents
September	<ul style="list-style-type: none"> Teacher Self-Assessment and Goal Setting part 1 Due (9/29) or 6 weeks from orientation Teacher who completed this in their end of year conference may make edits during this time 	<ul style="list-style-type: none"> Teacher 	<ul style="list-style-type: none"> T-TESS Self-Assessment - Part I Goal Setting form from staff share folder.
	<ul style="list-style-type: none"> Pre-Observation Conferences Beginning (9/29) Required before formal observation 	<ul style="list-style-type: none"> Appraiser schedules conference 	<ul style="list-style-type: none"> No required form
	<ul style="list-style-type: none"> Artifacts or evidence for Domain 4 should be collected throughout the year for end of year conferences 	<ul style="list-style-type: none"> Teacher collects and compiles information 	<ul style="list-style-type: none"> Teacher artifacts
October – March	<ul style="list-style-type: none"> Observations (45 min. minimum) are conducted (2 weeks after orientation and ongoing) 	<ul style="list-style-type: none"> Appraiser conducts appraisal and completes form Teacher signs form 	<ul style="list-style-type: none"> T-TESS Observation Rubric (Domains 1-3) from staff share folder.
	<ul style="list-style-type: none"> Informal observations and walkthroughs with ongoing feedback 	<ul style="list-style-type: none"> Appraiser completes form Teacher signs form 	<ul style="list-style-type: none"> Informal observation and walk-through forms from staff share folder.
April	<ul style="list-style-type: none"> Artifacts and evidence will be shared with appraiser at least 10 days prior to End of Year Conference 	<ul style="list-style-type: none"> Teacher 	<ul style="list-style-type: none"> Upload artifacts on DMAC as attachments or on paper to appraiser
	<ul style="list-style-type: none"> Complete the Part 2 Teacher Self-Assessment and Goal Setting form prior to end of year conference 	<ul style="list-style-type: none"> Teacher 	<ul style="list-style-type: none"> Part 2 Teacher Self Assessment and Goal Setting form on Staff Share.
April - May	<ul style="list-style-type: none"> End of Year Summative Conference no later than May 3 or 15 days before the last day of instruction 	<ul style="list-style-type: none"> Appraiser schedules conference and completes form Teacher signs form 	<ul style="list-style-type: none"> T-TESS Summative Form (Domains 1-4) on Staff Share.