

**SANTA MARIA INDEPENDENT SCHOOL DISTRICT**  
**Texas Teacher Evaluation and Support System (T-TESS) Teacher Timeline**  
**2021-2022**

#	Action	Employee Responsibility	Date Deadline	Document
1	<p><b>Orientation for T-TESS</b></p> <p>T-TESS Orientation for first year teachers and new teachers to district (Policies DNA Legal/Local &amp; Calendar will be issued)</p>	Administration	September 2021	T-TESS Training Materials
2	<p>Teachers NOT new to SMISD who completed this at EOY Conference may only need to make edits before submitting</p> <p>Pre-Observation Conferences</p> <p>A pre-conference must be held prior to a formal observation</p> <p>Artifacts or evidence for Domain 4 should be collected throughout the year in preparation for end of the year conferences that will be held in April and May (ongoing)</p>	Teacher	September 2021	T-TESS Self-Assessment & Goal Setting on DMAC
3	<p>Teacher Self-Assessment and Goal Setting Plan Part 1</p> <p>All teachers must submit the Student Learning Objective (SLO) and the Student Growth Tracker form for targeted students for the 2021-2022 school year</p> <p>SLO teaching cycle begins.</p> <p>Mid-Year Conference: Discuss progress of goals (include SLO); Mid-Year progress Check In #2</p> <p>T-TESS Observations window (3 SLO Checkpoints must be completed in the months from October-March.)</p> <p>SLO Post Assessment Window</p> <p>All SLO requirements must be completed.</p>	<p>Appraiser conducts observation and completes form</p> <p>Teacher signs form</p> <p>Teacher</p>	<p>October 1, 2021</p> <p>October 12, 2021</p> <p>December 2021 – January 2022</p> <p>October 18, 2021 – March 31, 2022</p> <p>March 21-25, 2022</p>	<p>T-TESS Observation Rubric</p> <p>Domains 1 – 3 on DMAC</p> <p>Upload artifacts on DMAC as attachments</p>

			<b>March 31, 2022</b>	
<b>4</b>	<b>Post-observation conferences must be completed 10 days after a formal observation</b>  <b>Artifacts and evidence must be shared with appraiser at least 10 working days prior to the End of Year Summative Conference</b>	<b>Teachers/Administrators</b>		
<b>5</b>	<b>End of Year Summative Conferences</b>	<b>Appraiser schedules conference and completes form</b>	<b>April 1, 2022</b>	<b>T-TESS Summative Form (Domains 1-4) on DMAC</b>
<b>6</b>	<b>Written Summative Annual Appraisal Report</b>	<b>Teacher signs form</b>	<b>10 working days after End of Year Conference</b>	
<b>7</b>	<b>Teachers must complete Part II (Goal Setting) for current year and set goals for next school year 2022-2023</b>	<b>Teachers/Administrators</b>	<b>April 1, 2022</b>	
<b>8</b>	<b>Submit Summative T-TESS Appraisals for all Teachers to the Personnel Office</b>	<b>Administration</b>	<b>April 7, 2022</b>	<b>Appraisal Forms</b>

*Observations cannot be conducted on the following days as per Board Policies DNA (Legal) and DNA (Local)*

*Last day before a Holiday and the day after a Holiday – See Dates Below:*

Friday, October 8, 2021

Tuesday, October 12, 2021

Friday, November 19, 2021

Monday, November 29, 2021

Tuesday, December 21, 2021

Wednesday, January 5, 2022

Friday, February 11, 2022

Tuesday, February 15, 2022

Friday, March 11, 2022

Monday, March 21, 2022

Thursday, April 14, 2022

Tuesday, April 19, 2022

Friday, May 27, 2022

Tuesday, May 31, 2022

**Reference:**

Policy Online Legal Policy DNA and DNB

<https://pol.tasb.org/Home/Index/261>

BOARD APPROVED – MONDAY, AUGUST 9, 2021

Revised 10/01/2021

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