

SANTA MARIA INDEPENDENT SCHOOL DISTRICT
Texas Teacher Evaluation and Support System (T-TESS) Teacher Timeline
2022-2023

#	Action	Employee Responsibility	Timeline	Document
1	Orientation for T-TESS T-TESS Orientation for first year teachers and new teachers to district (Policies DNA Legal/Local & T-TESS Calendar will be issued)	Administrators	September 2022 (Within first 3 weeks)	T-TESS Training Materials
	Informal observations and walkthroughs with ongoing feedback support and develop teacher practices.		Ongoing throughout the school year	DMAC
2	Teachers NOT new to SMISD who completed this at EOY Conference may only need to make edits before submitting.	Teachers	By September 30, 2022 (Within first 6 weeks)	T-TESS Self-Assessment & Goal Setting on DMAC
	Teacher Self-Assessment and Goal Setting Plan Part 1			
3	T-TESS Formal Observations window	Administrators	Begins October 3, 2022	DMAC
	Formal Post-Conference Window	Teacher & Administrators	Within 10 Days of Observation	
4	All teachers must submit the Student Learning Objective (SLO) and the Student Growth Tracker form for targeted students for the 2022-2023 school year	Teacher & Administrators	October 7, 2022	SLO on DMAC
	SLO teaching cycle begins.	Teachers	October 10, 2022	Lesson Plans
	SLO Progress Check Point #1 & Check Point #2	Teacher	October-December 2022	Testing Calendar
	Mid-Year Conference: Discuss progress of goals (include SLO);	Teacher & Administrators	December 2022 - January 2023	DMAC
	SLO Progress Check Point #3, #4, & #5	Teachers	January 2023 - March 2023	DMAC
	SLO Post Assessment Window All SLO requirements must be completed.		March 1, 2023 - March 31, 2023	DMAC
5	Artifacts and evidence must be shared with appraiser at least 10 working days prior to the End of Year Summative Conference	Teachers	10 days prior to EOY Conference	DMAC Post Conference
	Teachers must complete Part II Goal Reflection for current year and Part III Future Goals for the next school year 2023-2023 prior to the Summative Conference.			DMAC Part II & III
6	End of Year Summative Conferences	Administrators	By April 21, 2023	DMAC
7	Written Summative Annual Appraisal Report	Teachers	By April 21, 2023	DMAC
8	Submit Summative T-TESS Appraisals for all Teachers to the Personnel Office	Administrators	By April 21, 2023	Submit a signed copy to HR

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, November 18, 2022
Monday, November 28, 2022
Friday, December 16, 2022

Tuesday, January 3, 2023
Friday, February 10, 2023
Tuesday, February 14, 2023

Friday, March 10, 2023
Monday, March 20, 2023
Thursday, April 6, 2023

Tuesday, April 11, 2023
Friday, May 26, 2023
Tuesday, May 30, 2023

Reminders: For 45+ minute evaluation Domain 2 & 3

Pre-conferences must be held prior to a formal observation.
Post-observation conferences must be completed within 10 days after a formal observation.
Areas of Reinforcement and Refinement are discussed during the post conference.

For On-going assessment throughout the year Domain 1 & 4

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).
Artifacts and evidence must be shared with appraisers at least 10 working days prior to the End of Year Summative Conference.