

TEACHER APPRAISAL TIMELINE 2014-2015

August 18 - September 12, 2014

- Professional Development and Appraisal system (PDAS) Campus Orientation
 - Campus administrators conduct a one hour review for teachers continuing on PDAS where updates are presented. (Use District power point.)
 - New teachers must complete a three hour initial training workshop presented by the Human Resources Department.
- Lead Educator Appraisal and Development System (LEADS) Campus Orientation
 - Campus administrators conduct a one-hour training for teachers who are on the LEADS evaluation system outlining the purpose, performance standards, and evaluation methods. (Use District power point.)
- Teacher Self-Report (TSR) Section I for PDAS and LEADS
 - Use the appropriate PDAS or LEADS Teacher Self-Report; Leads Report I is the GAP Analysis.
 - The TSR Section I should be completed and submitted on line via Eduphoria.
 - The Commissioner's rules require that the TSR Section I be completed within three weeks from the day of completion of the PDAS orientation.

September 29, 2014 – April 17, 2015

- PDAS and LEADS Observation Window
 - 45-minute PDAS Observations for teachers trained on the Professional Development and Appraisal System (PDAS) instrument are conducted. No PDAS observations should be conducted until three weeks after the completion of the PDAS training.
 - 15-minute LEADS Observations for teachers on the Lead Educator Appraisal and Development System are conducted using the CCISD Walkthrough Form.
 - Both PDAS and LEADS Observations are submitted in Eduphoria by the appraiser within 10 working days and made viewable to the teacher.
 - The Texas Education Code prohibits observations on the day before/after school holidays, days scheduled for end of semester examinations, or days scheduled for state-mandated assessments or other standardized tests.

November, 2014 – December, 2014

- Performance Data Collection and Review by Campus Administration
 - PDAS Observation Scores
 - “Walkthrough” Scores
 - Other Cumulative Data
- Principal Conferences with Teachers in Need of Assistance
- Growth Plans Developed for Intervention

January – February, 2015

- Performance Data Collections Continue for Teachers
 - “Walkthroughs” for All Teachers
 - PDAS and LEADS Teacher Observations
 - Teachers in Need of Assistance Monitoring

February – March, 2015

- Contract Non-Renewal Decisions Made by Campus and Central HR Administration and Board

March 30 – April 17, 2015

- PDAS Teacher Self-Report (TSR) Sections II and III
- LEADS Teacher Self-Report (TSR) Section II
- Completed and submitted through Eduphoria system

May 13, 2015

- Summative Conferences
 - Summative Conferences completion deadline for teachers on both the Professional Development and appraisal system (PDAS) and teachers on Lead Educator Appraisal and Development System (LEADS).
 - This deadline is 15 days prior to the last day of instruction.

PDAS

FORMAL OBSERVATION

- Minimum of 45 minutes or shorter segments
- Written summary within 10 working days
- Advanced notice may be given/NOT REQUIRED
- May have pre- or post conference at request of Teacher or Appraiser

WALKTHROUGH VISITS

- Documentation shared with Teacher within 10 days

TEACHER RESPONSES

- Within 10 working days (Appraiser may extend to 15)
- May rebut in writing or request 2nd appraisal within 10 working days after receiving the OSF or summative Annual Appraisal Report

SUMMATIVE ANNUAL REPORT

- 5 working days before conference
- No later than 15 working days before last day of instruction

SUMMATIVE CONFERENCE

- No later than 15 days before last day of instruction
- May be waived in writing by teacher

LEADS

ELIGIBILITY REQUIREMENTS

- Must be recommended for term contract
- Must achieve Exceeds Expectations in at least 5 of 8 PDAS domains
- Must have principal recommendation
- Failure to meet any standard will result in transition back to PDAS

EVALUATION REQUIREMENTS

- Minimum of one 15-minute annual observation
- Use CCISD Walkthrough Form
- Documentation shared with teacher within 10 days

SELF REPORTS

- Self Report I: GAP ANALYSIS
- Self Report II: Aligns with current PDAS TSR II and III
 - Relies on GAP Analysis data for reflection
- Both are available within Eduphoria to complete

SUMMATIVE CONFERENCE

- Use LEADS End of Year Summative report