



Month	T-Tess Action Steps	Person(s) Responsible	Required Document(s)
August <i>Training and Support</i>	Teacher Orientation and Full Training Session for all Teachers (Thursday, August 17, 2023)	District Administration	T-Tess Training Materials
September	Goal Setting and Professional Development Plan Part 1 (Due Wed., October 11, 2023)	Teacher and Appraiser; Goal Setting Conference to Review and Sign Goals	T-Tess Self-Assessment and Goal Setting Forms
	Pre-Observation Conference; must be held prior to formal observation * (Beginning on October 11, 2023)	Appraiser Schedules Conference	No Required Document
	Artifacts and/or evidence for Domain 4 collected throughout the year preparing for End of Year Conference (Ongoing all Year)	Teacher Collects and Compiles Evidence	Teacher Artifacts
October – February	Observations (minimum of 45 minutes) will be conducted ** (Window 10/11/23 - 4/05/24)	Appraiser Conducts Observation and Completes Forms	T-Tess Observation Rubric (Domains 1 – 3 Only)
	Post Observation Conferences must be completed 10 days after a formal observation *	Teacher Signs Forms	T-Tess Observation Rubric (Domains 1 – 3 Only)
<i>Training/Support: Mon., Oct. 9th</i>	2 nd Appraiser Request due within 10 days of receiving Observation Report (Domains 1 – 3)	Teacher Submits Request	Teacher Written Request
<i>Training/Support: Mon., Feb. 12th</i>	Artifacts and evidence must be shared with appraiser at least 10 days prior to the End-of-Year Summative Conference	Teacher Submits Evidence	Teacher Supplied Artifacts
March – April	Complete Teacher Self-Assessment, Goal Setting Part 2, Professional Development Plan Part 2 prior to the End of Year Conference	Teacher	T-Tess Self-Assessment and Goal Setting Forms
May	End-of-Year Summative Conferences with Appraiser * (No Later than May 3, 2024)	Appraiser Schedules and Completes Forms; Teacher Signs Forms	T-Tess Summative Form (Domains 1 – 4)

¹ **Doss CCSD Appraiser:** Pam Seipp, Doss CCSD Interim Superintendent; Second Appraiser, ESC Certified Appraiser

² **Dates Excluded from Formal Observation:** The last instructional day before and the day after any official school holiday; and days scheduled for State and Local Assessments.

³ **Teacher Incentive Allotment (TIA) Date Collection Note:** Appraisal Calibration and Walkthroughs will be Scheduled