

Hitchcock Independent School District
2016 - 2017 Calendar for the Appraisal of Teachers
Texas Teachers Evaluation & Support System

August 15 - 18	T-TESS Training conducted for all teachers
Aug. 18 – Sept. 30	Goal-Setting and Professional Development Plan (GSPD) completed, turned into appraiser and conference held to discuss
Oct. 3 – Feb. 10	Formal Observation Window (pre-conference, observation, post-Conference)
Sept. 19 – Oct. 28	Informal observation Window #1 with on-going feedback to support and develop teacher practices
Oct. 31 – Dec. 9	Informal observation Window #2 with on-going feedback to support and develop teacher practices
Jan. 4 – Feb. 10	Informal observation Window #3 with on-going feedback to support and develop teacher practices
Feb.13 – April 12	Informal observation Window #4 with on-going feedback to support and develop teacher practices
April 17 – May 11	End of Year Conferences and GSPD Plan Completed
May 26	All T-TESS observation sheets and GSPD forms must be submitted to Mrs. Vickroy to be placed in the teacher's personnel file.
May 26	All para-professional and support personnel evaluations due to Mrs. Vickroy

Note:

- ❖ Observation Visits – Minimum 15 minutes, documentation shared with teacher within 10 working days.
- ❖ All observation must be put in Eduphoria within 10 days of classroom visit.
- ❖ For the 2016 -17 school year appraisers will conduct a Goal Setting and Professional Development Plan conference at the beginning of the year and the end of the year with each teacher.

**Hitchcock Independent School District
Qualified T-TESS Alternate/Second Appraiser List**

Kellie Edmundson

Monique Egana

Patrick Faour

Ethel Gaines

Evangelina Guerra

Andrew Houston

Donette Line

Angela Mancini

Crystal Sweeney

Carla Vickroy

Constance White