



Month	T-Tess Action Steps	Person(s) Responsible	Required Document(s)
August Training and Support	Teacher Orientation and Training Session (ESC 13) (Thursday, August 15, 2019)	District Administration and ESC 13 Consultants	T-Tess Training Materials
September	Goal Setting and Professional Development Plan Part 1 (Due Wed., October 16, 2019)	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 16, 2019)	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 10/16/19 - 2/28/20)	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)
Training/Support: Mon., Oct. 14th			
Training/Support: Mon., Feb. 17th	2 nd Appraiser Request due within 10 days of receiving Observation Report (Domains 1 – 3)	Teacher Submits Request	Teacher Written Request
March – April	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
	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 8, 2020)	Appraiser Schedules and Completes Forms; Teacher Signs Forms	T-Tess Summative Form (Domains 1 – 4)

***Doss CCSD Appraiser:** Pam Seipp, Doss CCSD Administrative Consultant; Other Appraiser, ESC 13 Certified Appraiser

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