

Appraisal Process



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APPRAISAL HANDBOOK

A structured performance appraisal process is an important management tool for all employees in any type of job. All employees need feedback about how well they are doing on their jobs and the opportunity to improve their job skills and performance. A structured appraisal process will address these needs.

State law requires all certified professional personnel in public schools to have a written evaluation each year. There are state laws and regulations that set forth certain requirements for the evaluation process and instruments that must be used for some professional and administrative personnel who are employed by contract. All other appraisal practices are determined by the local district (TEC Chapter 21, Subcategory H).

- *Teachers are appraised using PDAS*
- *Administrators will be appraised with a district approved document.*
- *Nurses, counselors, librarians, business manager and technology coordinator will be appraised using a modified form of the TASB Model adopted by the District.*
- *Paraprofessional and auxiliary personnel are not required by law to have written performance appraisals each year although it is a recommended practice. Tatum Independent School District will evaluate job performance by using the TASB Model.*

Supporting Evidence

Performance appraisal can be used for several purposes. The most important purpose is to help employees improve performance. When employees are terminated, performance appraisals can be used to defend the district's process and ultimate decision to terminate.

The district may be called upon to defend its action in many areas, including complaints before the school board, the commissioner of education, federal enforcement agencies, or in a court of law. Performance appraisals can also be used as evidence in unemployment compensation claims when the employee is dismissed for misconduct and ineligible for benefits.

Performance appraisals can help defend district decisions by documenting the history, nature, and communications surrounding performance problems. Appraisals can also hurt the district defense or position if they include evidence that contradicts the action being taken. For example, a performance appraisal that shows a problem has been tolerated for a long time or a history of good performance may indicate that performance was not the reason for termination and support an employee's retaliation claim. It is important that performance appraisals be accurate and honest. Descriptive comments that explain the performance problems and give directives for improvement are needed to support negative ratings.

***Evaluation Procedures
For
Non-contractual Employees***

Teacher Assistants; Secretaries; Clerks; School Services, including Food Service, Maintenance, Transportation, Custodians, and Mechanics.

- I. All non-contractual employees will be evaluated by an approved appraisal tool approved by the Tatum Board of Trustees.***
- a. Non-contractual employees are within the first four weeks of being employed/ the start of school, the supervisor will review the job description with the employee. This may be done with the supervisor holding a meeting to review the Job Description/Evaluation by Job Grade or by holding an individual conference with each employee.***
 - b. After the meeting or conference, each will sign and date as indicated on the form.***
 - c. A potential employee may be evaluated after the first thirty days of employment, and/or after the first sixty days of employment and on or immediately after the ninetieth day.***
 - d. If work has been done satisfactorily, the employee will be recommended for employment. Evaluation is an ongoing process; employees will be monitored by the supervisor all during the year. Each supervisor will do “walkthroughs” or “job checks” all during the year for monitoring purposes.***
 - e. Supervisors shall discuss job performance whenever the employee is not performing satisfactorily.***
 - f. Cumulative data will be in the form of memo, notes, or conferences and shall be kept for future references. It is at the discretion of the supervisor how soon Human Resources will be notified of concerns with an employee.***
 - g. During the month of May, supervisors will hold a summative conference with each employee. Commendations and recommendations shall be discussed during this meeting. Each will sign and date as indicated on the form and the employee will be given a copy. If the employee refuses to sign, the supervisor will make note of this and the reason given for not signing. The supervisor will make note of this on the form.***
 - h. HR shall be notified of any pending termination(s). There is no contractual agreement for at-will employees. However, it is required that the proper documentation be kept on staff member(s).***

***Evaluation Procedures
For
Contractual Employees***

- I. Teachers are evaluated as outlined in the Professional Development Appraisal System (PDAS) by appraisers certified by the Board of Trustees.***
- A. Campus principals are primary appraisers.*
 - B. Classroom observations are unannounced.*
 - C. CIA observations, snapshots & focus observations will be done as required by the Superintendent.*
 - D. The Director of Curriculum, HR Director and Superintendent may do observations at any time.*
- II. Nurses, Librarians or Media Information Specialist, Counselors, Principals, Assistant Principal, Director of Athletics, Director of Curriculum, HR Director and Business Manager are evaluated using TISD Job Description/Evaluation for the position.***

TISD Teacher Evaluation

- a. Evaluation by Walking Around (EWA) - Informal EWA is a method of observing instructional practices on task student behavior in the classroom by walking around the building and glancing in the classroom for on task behavior. No formal documentation is needed for this informal leadership presence. The expectation is once every class period the administrator should go by each classroom. Any concerns noted will be addressed with a formal EWA as a teacher identified as needing assistance. In addition, the central office directors are required to conduct EWAs on each campus a minimum of once a week.***
- b. Focus Observations – A formal method of gathering information in identified focus areas of STAAR, new teachers to TISD (for 1st semester unless there is still a concern with performance) and teachers identified as needing assistance.(deficient) Deficient teachers are identified (but not limited to these sources) from growth plans and identified from informal EWA’s below. Focus observations are 10 minutes and conducted once a week.***
- c. Snapshots- A formal method of gathering information in an effort to evaluate or document specific instructional practices. A standard form is used by administrators to document these specific practices throughout the district.***

- d. **CIA Observations** – A formal method of gathering information designed to assess the quality of the CIA focus instructional practices identified in the CIA rubric, provide feedback for growth, support for positive practices and documentation for contract recommendations. A standard form is used with a copy provided to the staff member. One scheduled session on CIA focus instructional practices required per semester by campus administrator in which a formal 45 minute observation can count towards the requirement.

- e. **Professional Development Appraisal System (PDAS)** – The formal appraisal process designed to assess the quality of instructional practices, provide feedback for growth, support for positive practices and documentation for contract recommendations. A standard form is used with a copy provided to the staff member. One classroom session required per year.

KEY APPRAISAL DATES

A. Ranking of Staff

- a. All administrators are required to rank employees they are evaluating. These staff members should be ranked in four areas. The areas include as being deficient, new to STAAR instruction, new to district and proficient.
- b. Within the first four weeks of school, the supervisor shall have a discussion with the employee to review job criteria and expectations. This can be in the form of a formative conference. The employee will sign a copy acknowledging the review.

B. Professional Plan

- a. Within the days leading to the start of school, all principals should articulate the TISD Professional Plan to all staff members.
- b. All new teachers to TISD will complete after the first six weeks and the last six weeks of the year.

C. Teacher Self Report: Completion of Section I of the Teacher Self-Report Form that shall be presented to the principal:

- a. Within the first three weeks from the day of completion of the PDAS orientation;
- b. Within the first three weeks from the day of completion of the PDAS orientation, for teachers new to the PDAS; or
- c. Within the first three weeks of instruction in the school years when the PDAS orientation is not required.
- d. There are also two reflection components that are required by teachers after the first six weeks and at the end of the year.
- e. Completion of Sections II and III of the Teacher Self-Report Form shall be presented to the principal at least two weeks before the summative annual conference.

D. PDAS Window –

- a. *The data collected by appraisal tools should be used to provide appropriate feedback to all staff members.*
- b. *For any staff member(s) that is deficient, a growth plan should be documented in Eduphoria. Also, this growth plan should be documented for any staff member(s) that is proficient and becomes deficient.*
- c. *All administrators are expected to evaluate documented memos, notes or conferences to make a recommendation to the superintendent for employment.*
- d. *With data accumulated throughout the year by the administrator(s) a summative conference should be held with all staff members pertaining to their job performance through the course of the year.*
- e. *A written summative annual appraisal report for teacher shall be shared with all teachers no later than five working days before the summative conference and no later than 15 working days before the last day of instruction for students. An attached PDAS summative Rubric is attached to follow.*
- f. *A summative conference will be held for administrators, during January and on or before the second Tuesday in February.*

Principal evaluates	Secretaries, teachers, attendance clerks and teacher assistants
Director of Business Services evaluates	Accounts payable clerk, payroll clerk,
Director of Food Service evaluates	Managers, food service workers
Director of Maintenance/Transportation evaluates	Custodians, maintenance workers, mechanics, bus drivers, secretary
Director of Technology	Technology Support assistant
Director of Athletics evaluates	Coaches/Coaching duties
Director of Curriculum evaluates	Directors' Secretary
Director of Human Resources	
Superintendent evaluates	Supt. Secretary, Directors of School Services, Director of Food Service, Director of Business, Directory of Technology, Director of Curriculum, Director of Athletics, Director of Human Resources, Band Director and Principals