

DISD ADMINISTRATIVE APPRAISAL GUIDELINES

2011-2012

The following guidelines are to be used by each appraiser during the 2011-2012 school year to facilitate the implementation of the DPDAS consistently throughout the district.

Training of new staff—August 10 at 1:30 (Junior High Library)

I. Calendar for Appraisal Period

September 12 through April 13
(Summative conferences must be concluded by May 4)

II. Schedule for Observations

All observations are to be scheduled to the day and period. Observations shall be scheduled at least one week in advance by the appraisers, unless the teacher requests or approves a shorter notification period.

A scheduled observation may be rescheduled by mutual agreement between the appraiser and the teacher. Rescheduling should occur only in situations due to unforeseen circumstances.

Non-Observation Dates

Observations shall not be scheduled on the following dates:

November 22
December 16
March 09
April 05

III. Wave-Off by Teacher-Administrator

A teacher may exercise a “wave-off” before the actual observation begins. Observations will be rescheduled. A teacher should expect an appraiser to complete the full 45 minutes once the formal observation begins. The appraiser has the discretion as to the number of “wave-offs” that are to be allowed. Due to observations being scheduled to day and period, “wave-offs” should be rare. The appraiser in unusual circumstances may exercise “wave-offs”.

IV. Walk-Through Visits and Observations

Supervisors will be visiting classrooms at times other than during the formal observation periods. Walk-thrus and observations will be used for documentation to be reflected in the evaluation process during specified contract days.

V. Teacher Self-Report Form

Part I due on September 09
Parts II and III due two weeks prior to scheduled summative conference

VI. Second Appraisals

A second appraisal will be scheduled upon request by the teacher. The request for a second appraisal must be received within ten (10) days of receiving the observation summary or annual summative report. The second appraiser is to be chosen by the teacher from a group of three second appraisers designated by the superintendent.

VII. Conferences

A pre- or post-conference will be granted at request of teacher or principal.

- Summative conferences are required prior to be required by March 23, 2012 for all staff members to be considered for contract renewal in at the last board meeting in May.
- Summative conferences must be completed by May 4, 2012 of all staff members not considered for contract renewal in April. This will allow 10 working days prior to the last day of student instruction.
- Summative conferences must include all information gathered from formal observations, walk-thrus, and other documentation that might exist. The summative conferences may be waived at the request of the teacher and approved by the principal.

The provisions of this document are superseded by the DPDAS document.