

2023-2024 PERFORMANCE EVALUATION TASKS AND TIMELINES

EMPLOYEE GROUP*		TEACHERS	ASST. PRINCIPALS	PRINCIPALS	COUNSELORS	NURSES	CAMPUS & CENTRAL PROFESSIONAL, SUPPORT, & OPERATIONS STAFF
EVALUATION INSTRUMENT		Texas Teacher Evaluation & Support System (T-TESS)	Texas Principal Evaluation & Support System (T-PESS)	Texas Principal Evaluation & Support System (T-PESS)	Texas School Counselor Evaluation & Support System (T-SCESS)	FWISD School Nurse Evaluation	FWISD Employee Evaluation Instrument (PDF)
EVALUATION REPOSITORY		Eduphoria	Eduphoria	Eduphoria	Eduphoria	Eduphoria	www.fwisd.org/tpe
PHASE 1 Beginning of Year (BOY) <i>The BOY Conference is a time for supervisors to discuss and approve employee performance goals for the year.</i> <small>Goals should be written in SMART format. Please see the guidance document on how to write a SMART Goal.</small>	Dates	August-September	August-September	August-September	August-September	August-September	August-September
	Employee Actions	<input type="checkbox"/> Attend T-TESS Update (returning teachers) <input type="checkbox"/> Attend T-TESS Orientation (new hires) <input type="checkbox"/> Complete Self-Reflection <input type="checkbox"/> Create/Revise Goals	<input type="checkbox"/> Attend Annual T-PESS Update <input type="checkbox"/> Update T-TESS Certification <input type="checkbox"/> Complete Self-Reflection <input type="checkbox"/> Create Goals	<input type="checkbox"/> Attend Annual T-PESS Update <input type="checkbox"/> Update T-TESS Certification <input type="checkbox"/> Complete Self-Reflection <input type="checkbox"/> Create Goals	<input type="checkbox"/> Complete Self-Reflection <input type="checkbox"/> Complete Use of Time <input type="checkbox"/> Complete Campus Priorities <input type="checkbox"/> Create Goals	<input type="checkbox"/> Create Goals	<input type="checkbox"/> Create Goals
	Appraiser Actions	<input type="checkbox"/> Conduct BOY <input type="checkbox"/> Review & Approve Goals <input type="checkbox"/> Conduct Walkthroughs	<input type="checkbox"/> Conduct BOY <input type="checkbox"/> Review & Approve Goals <input type="checkbox"/> Conduct Walkthroughs	<input type="checkbox"/> Conduct BOY <input type="checkbox"/> Review & Approve Goals <input type="checkbox"/> Conduct Walkthroughs	<input type="checkbox"/> Conduct BOY Administrative Conference <input type="checkbox"/> Review & Approve Goals	<input type="checkbox"/> Conduct BOY <input type="checkbox"/> Review & Approve Goals	<input type="checkbox"/> Conduct BOY <input type="checkbox"/> Review & Approve Goals
PHASE 2 Middle of Year (MOY) <i>The MOY Goal Progress Review is a time for supervisors to review goals, performance, and revise goals as needed.</i>	Dates	December-February <i>Goal Progress</i> September-March <i>Formal Observations</i>	December-February	December-February	December-February	December-February	December-February
	Appraiser Actions	<input type="checkbox"/> Conduct MOY Goal Progress Review <input type="checkbox"/> Conduct Pre-Conferences <input type="checkbox"/> Conduct Formal Observations <input type="checkbox"/> Conduct Post-Conferences <input type="checkbox"/> Conduct Walkthroughs	<input type="checkbox"/> Conduct MOY Goal Progress Review <input type="checkbox"/> Conduct Walkthroughs	<input type="checkbox"/> Conduct MOY Goal Progress Review <input type="checkbox"/> Conduct Walkthroughs	<input type="checkbox"/> Conduct MOY Goal Progress Review	<input type="checkbox"/> Conduct MOY Goal Progress Review	<input type="checkbox"/> Conduct MOY Goal Progress Review
PHASE 3 End of Year (EOY) <i>The EOY Conference is a time for supervisors to review goals and employee performance.</i>	Dates	March - April 28	May - June 10 or June 17	May - June 24	April - June 10	March 18 - June 10	Campus: April - May 31 Central: May 1- May 31 (June 21 ❖◆)
	Employee Actions	<input type="checkbox"/> Submit Goal Accomplishment to Appraiser before EOY Conference <input type="checkbox"/> Create PD Plan and Goals; Submit to Appraiser before EOY Conference	<input type="checkbox"/> Submit Goal Accomplishment to Appraiser before EOY Conference <input type="checkbox"/> Create PD Plan and Goals; Submit to Appraiser before EOY Conference	<input type="checkbox"/> Submit Goal Accomplishment to Appraiser before EOY Conference <input type="checkbox"/> Create PD Plan and Goals; Submit to Appraiser before EOY Conference	<input type="checkbox"/> Submit Goal Accomplishment to Appraiser before EOY Conference	<input type="checkbox"/> Submit Goal Accomplishment to Appraiser before EOY Conference	<input type="checkbox"/> Submit Goal Accomplishment to Appraiser before EOY Conference
	Appraiser Actions	<input type="checkbox"/> Conduct Walkthroughs <input type="checkbox"/> Complete EOY Conference (Summative) by April 29, 2024 <input type="checkbox"/> Approve PD Plan	<input type="checkbox"/> Conduct Walkthroughs <input type="checkbox"/> Complete EOY Conference (Summative) by June 10 (elementary) or June 17 (secondary) <input type="checkbox"/> Approve PD Plan	<input type="checkbox"/> Conduct Walkthroughs <input type="checkbox"/> Complete EOY Conference (Summative) by June 24, 2024 <input type="checkbox"/> Approve PD Plan	<input type="checkbox"/> Complete EOY Conference by June 10, 2024	<input type="checkbox"/> Complete EOY Conference by June 10, 2024	<input type="checkbox"/> Complete EOY Conference by May 17 for campus staff, May 31 for support staff, June 21 for ❖◆ ❖ 239-Day Employees ◆ 244-Day Employees
		www.fwisd.org/ttess	www.fwisd.org/tpess	www.fwisd.org/tpess	www.fwisd.org/tpe	www.fwisd.org/tpe	www.fwisd.org/tpe

*If a person is a late hire, the process may be accelerated or compressed. Please contact the Office of Employee Performance (evaluations@fwisd.org) for additional information.