

2024-2025 Performance Management Tasks and Timelines for Appraisers

| EMPLOYEE GROUP | | TEACHERS | MEDIA SPECIALISTS | COUNSELORS | ASSISTANT PRINCIPALS | PRINCIPALS | CAMPUS & CENTRAL PROFESSIONAL, SUPPORT, & OPERATIONS STAFF |
|--|-------------|--|--|--|--|--|--|
| EVALUATION INSTRUMENT dallasisd.org/domain/7954 | | Teacher Excellence Initiative (TEI) tei.dallasisd.org | Dallas Librarian Appraisal (DLA) dallasisd.org/Page/41982 | School Counselor Appraisal Instrument (SCAI) dallasisd.org/Page/41974 | Assistant Principal Excellence Initiative (APEI) dallasisd.org/Page/41973 | Principal Excellence Initiative (PEI) dallasisd.org/Page/41972 | Career Management System (CMS) dallasisd.org/domain/13476 |
| PHASE 1 (BOY) Goal Planning Conference | Dates | Aug 26 – Oct 10, 2024 | Aug 26 – Oct 18, 2024 | Aug 26 – Oct 18, 2024 | Sept 3 – Oct 4, 2024 | Aug 5 – Aug 23, 2024 | Sept 2 – Oct 18, 2024 |
| | Action Item | <ul style="list-style-type: none"> - Approve SLO goal - Review PDP - Conduct conference | <ul style="list-style-type: none"> - Review goal - Conduct conference | <ul style="list-style-type: none"> - Review principal / counselor goal - Conduct conference | <ul style="list-style-type: none"> - Review specific goal - Conduct conference | Check Point 1 <ul style="list-style-type: none"> - Review focus indicators - Conduct conference | <ul style="list-style-type: none"> - Review employee goal(s) - Conduct conference |
| PHASE 2 (MOY) Mid-Year Checkpoint/ Review | Dates | By Dec 20, 2024 | Jan 21 – Feb 28, 2025 | Jan 21 – Feb 28, 2025 | Jan 13 – Feb 7, 2025 | Oct 14 – 25, 2024 | Jan 21 – Feb 28, 2025 |
| | Action Item | <p><i>No Level, Unsat., Progressing I and II teachers:</i> Complete half of required spots, and extended observation</p> <p><i>All teachers:</i> Complete half of required spots</p> <p>By Jan 17, 2025</p> <p>Complete half of required spots, an extended observation and early summative evaluation for:</p> <ul style="list-style-type: none"> - DTR Round 2 eligible teachers | Employee completes self-report | <ul style="list-style-type: none"> - Employee completes self-review - Conduct mid-year Performance Evaluation Conference - Review Goal Progress | <ul style="list-style-type: none"> - Employee completes self-review - Conduct mid-year Performance Evaluation Conference - Review Goal Progress | Check Point 2 Employee completes self-review | <ul style="list-style-type: none"> - Employee completes self-review - Conduct mid-year Performance Evaluation Conference - Review Goal Progress |
| | | <p>Jan 7 – March 31, 2025</p> <p>Appraiser conducts formal observation of librarian instruction</p> | | | | <p>Jan 13 – Jan 31, 2025</p> <p>Check Point 3</p> <ul style="list-style-type: none"> - Conduct mid-year Performance Evaluation Conference - Review Goal Progress | |
| PHASE 3 (EOY) Performance Evaluation, Goal Accomplishment, Conference | Dates | <p>April 10, 2025 (Extended)</p> <p>April 24, 2025 (Summative)</p> | May 5 – May 27, 2025 | May 5 – Jun 20, 2025 | May 19– Jun 6, 2025 | May 19 – Jun 20, 2025 | April 28 – Jun 20, 2025 |
| | Action Item | <ul style="list-style-type: none"> - Teachers submit SLO Goal Accomplishment by May 15 - Conduct & Submit Extended Observation & Conference by April 10 - Complete Summative Performance Evaluation & Conference by April 24 - Summative Rebuttal window April 28 – May 13 | Complete End-of-year Performance Evaluation & Conference | <ul style="list-style-type: none"> - Counselor quantifies results of Goals - Review Goal results - Complete End-of-year Performance Evaluation & Conference | Complete End-of-year Performance Evaluation & Conference | Check Point 4 Complete Summative Performance Evaluation & Conference | <ul style="list-style-type: none"> - Rate evidence of Employee Performance aligned to Rubric Indicators (CMS Leadership Rubric) - Score Goal Accomplishment (CMS progress measure) - Conduct Conference |
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