

TEXAS SCHOOL FOR THE DEAF

PERFORMANCE APPRAISAL:  
EVALUATION OF TEACHERS

DNA

GENERAL GUIDELINES

The Superintendent shall ensure that each TSD teacher shall be appraised annually using a local appraisal process and evaluation criteria developed in accordance with law and administrative regulations.

**Education Code 21.203 (a); 21.352**

APPRAISAL OF TEACHERS

The formal appraisal system used by the School is the Professional Pathways for Teachers Appraisal (PPfT). The PPfT was developed by Austin ISD in accordance with the Alternatives to the Commissioner’s Recommended Appraisal System, 19 Texas Administrative Code 150.1007 and the Texas Education Code 21.352.

Components of the appraisal process, such as conducting announced observations and classroom visits for the purpose of monitoring instructional practices, including monitoring student growth, as well as tracking practices that increase student learning through the development of professional growth and responsibilities, are outlined in the PPfT guidelines to ensure that teachers receive appropriate guidance.

The appraisal system will include:

1. At least two announced observations each year;
2. A summative appraisal conference between the teacher and the appraiser that is diagnostic and prescriptive with regard to remediation needed in overall performance by category; and
3. Criteria based on observable, job-related behavior, including:
  - a. The teacher’s implementation of discipline management procedures; and
  - b. Performance of the teacher’s students, defined as student growth, as defined in 19 TAC 150.1002(d), relating to Assessment of Teacher Performance.

CALENDAR

The School will establish an appraisal calendar each year that is approved by the Board.

INTERIM EVALUATIONS AND GUIDANCE

In addition to annual appraisals, the School shall conduct classroom observations and walk-throughs to ensure that all teachers receive adequate evaluation and guidance as necessary. Priority shall be given to inexperienced teachers or experienced teachers with identified areas of deficiency.

EXCLUSION OF

Annual appraisals for teachers who direct extracurricular

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EXTRACURRICULAR  
ACTIVITIES activities in addition to performing classroom-teaching duties shall not include the teacher's performance in connection with the extracurricular activities.

MAINTENANCE OF TEACHER  
APPRAISALS The School shall maintain a written copy of the evaluation of each teacher's performance in the teacher's personnel file. Each teacher is entitled to receive a written copy of the evaluation. In addition, an electronic copy will be maintained in the school's teacher appraisal system.

**Education Code 21.352 (c)(d)**

CONFIDENTIALITY A document evaluating the performance of a teacher is confidential.

**Education Code 21.355**

PPFT APPRAISERS A list of qualified teacher appraisers will be approved by the Board and may be obtained from the Director of Instruction.

TEACHER  
RESPONSE A teacher may submit a written response or rebuttal:

1. After receiving a written observation summary, or any other written documentation associated with the teacher's appraisal; and/or
2. After receiving a written summative annual appraisal report.

Any written response or rebuttal must be submitted within ten working days of receiving a written observation summary, a written summative annual appraisal report, or any other written documentation associated with the teacher's appraisal. At the discretion of the Director of Instruction, the time period may be extended to 15 working days.

PERFORMANCE  
IMPROVEMENT The School shall provide support for teachers whose performance does not meet expectations.

Support may include:

- A Professional Development Plan;
- Professional Development Training/Activities;
- Mentoring and

Other Supports deemed appropriate; Determination of the need for support and the nature of the support to be provided will be based on the teacher's current evaluation.

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**PROFESSIONAL  
DEVELOPMENT PLAN**

The professional development plan may include options for professional development activities designed to enhance teacher proficiency. At least one option shall not place significant financial burden on either the teacher or the School. A professional development plan may be developed at any time at the discretion of the appraiser when the appraiser has documentation that would potentially produce an evaluation rating of "below expectations" or "unsatisfactory."

**19 TAC 150.1004**

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