# 2022-2023 PERFORMANCE MANAGEMENT TASKS AND TIMELINES

<table>
<thead>
<tr>
<th>EMPLOYEE GROUP</th>
<th>TEACHERS</th>
<th>ASSISTANT PRINCIPALS</th>
<th>PRINCIPALS</th>
</tr>
</thead>
</table>

### PHASE 1 (BOY)
**Goal Planning Conference**

**Dates**
- August - September

**Employee Actions**
- Attend Annual T-TESS Update or Orientation
- Complete Self-Reflection and Create/Revise Goals

**Appraiser Actions**
- Present Annual Update to Returning Teachers
- Have New Teachers Register for T-TESS Orientation
- Review & Approve Goals
- Conduct BOY Conference

**Dates**
- August - September

**Employee Actions**
- Attend Annual T-PESS Update
- Complete Self-Reflection and Creates Goals

**Appraiser Actions**
- Review & Approve Goals
- Conduct BOY Conference

**Dates**
- August - September

### PHASE 2 (MOY)
**Mid-Year Checkpoint Review**

**Dates**
- December - February

**Appraiser Actions**
- Review Goal Progress
- Conduct MOY Performance
- Evaluation Conference

**Dates**
- December - February

**Appraiser Actions**
- Review Goal Progress
- Conduct MOY Performance
- Evaluation Conference

**Dates**
- December - February

### PHASE 3 (EOY)
**Performance Evaluation, Goal Accomplishment, and Conference**

**Dates**
- September - May 1

**Employee Actions**
- Submit Goal Accomplishment to Appraiser
- Create PD Plan and Goals and Submit to Appraiser

**Appraiser Actions**
- Conduct & Submit Formal Observation by <a href="https://www.fwisd.org/ttess">MARCH</a> and conference
- Complete Summative (EOY) Conference by <a href="https://www.fwisd.org/ttess">JUNE 02, 2022</a>
- Approve PD Plan

**Dates**
- March - June 2

**Employee Actions**
- Submit Goal Accomplishment to Appraiser
- Create PD Plan and Goals and Submit to Appraiser

**Appraiser Actions**
- Conduct & Submit Formal Observation by <a href="https://www.fwisd.org/ttess">MARCH</a> and conference
- Complete Summative (EOY) Conference by JUNE 02, 2022
- Approve PD Plan

**Dates**
- March - June 2

### CONTACT
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Executive Director | Teacher & Principal Efficacy
(817) 814-3404
## Side-by-Side Evaluation Activities and Dates

<table>
<thead>
<tr>
<th>Activity</th>
<th>T-TESS</th>
<th>T-PESS for Assistant Principals</th>
<th>T-PESS for Principals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report to Duty</td>
<td>August 1</td>
<td>July 21</td>
<td>July 11</td>
</tr>
<tr>
<td></td>
<td>New Teachers</td>
<td>New APs</td>
<td>New Principals</td>
</tr>
<tr>
<td></td>
<td>August 8</td>
<td>Returning APs</td>
<td>Returning Principals</td>
</tr>
<tr>
<td></td>
<td>Returning Teachers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Annual Update for Returning Employees</td>
<td>August 8-26</td>
<td>August</td>
<td>August</td>
</tr>
<tr>
<td>Orientation for New Hires</td>
<td>Ongoing</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>(teachers should attend within the first six weeks of employment)</td>
<td></td>
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<tr>
<td>Walkthroughs/Campus Visits</td>
<td>Ongoing</td>
<td>Ongoing</td>
<td>Ongoing</td>
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<tr>
<td>BOY Conference (Update must be done first)</td>
<td>August &amp; September</td>
<td>August &amp; September</td>
<td>August &amp; September</td>
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<tr>
<td>Calibration 1 (Principals and Executive Directors)</td>
<td>September 26-30</td>
<td>N/A</td>
<td>N/A</td>
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<tr>
<td>Calibration 2 (Principals, APs, and EDs)</td>
<td>October 31 - November 4</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Pre-Conference/Formal Observation/Post-Conference</td>
<td>September - March</td>
<td>N/A</td>
<td>N/A</td>
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<tr>
<td>MOY Conference</td>
<td>December - February</td>
<td>December - February</td>
<td>December - February</td>
</tr>
<tr>
<td>Calibration 3 (APs &amp; EDs)</td>
<td>February 20-24</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Second Observation by Teacher Request</td>
<td>As Needed</td>
<td>N/A</td>
<td>N/A</td>
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<tr>
<td>EOY Conference, including Professional Development Plan</td>
<td>March - <strong>MAY 01</strong></td>
<td>March - <strong>JUNE 02</strong></td>
<td>March - <strong>JUNE 02</strong></td>
</tr>
<tr>
<td>End of School Year 2022-2023/Last Instructional Day</td>
<td>May 25</td>
<td>May 25</td>
<td>May 25</td>
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</tbody>
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