



WINDHAM SCHOOL
DISTRICT

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SUPERSEDES: WBP-07.18 (rev. 5)
April 17, 2015

WINDHAM BOARD POLICY

SUBJECT: PERFORMANCE EVALUATION SYSTEM

AUTHORITY: Tex. Educ. Code §§ 19.009

Reference: 19 Texas Administrative Code §§ 150.1001 - .1010

APPLICABILITY: Windham School District (WSD)

EMPLOYMENT AT WILL CLAUSE:

These guidelines **do not** constitute an employment contract or a guarantee of continued employment. The WSD reserves the right to change the provisions of these guidelines at any time.

Nothing in these guidelines and procedures limits the superintendent's authority to establish or revise human resources policy. These guidelines and procedures are adopted to guide the internal operations of the WSD and **do not** create any legally enforceable interest or limit the superintendent's authority to terminate an employee at will.

POLICY:

The WSD Board of Trustees (board) hereby authorizes the superintendent to develop evaluation measures for WSD staff and approve the use of the Texas Teacher Evaluation and Support System (TTESS) and the Texas Principal Evaluation and Support System (TPESS) as tools to periodically provide WSD teachers and principals with an appraisal of their performance. The board also authorizes the superintendent to modify the TTESS and TPESS to adapt the system to a prison environment. Appraisals shall be used to improve classroom instruction, campus leadership, provide a fair and practical process without regard to race, color, religion, sex (gender), national origin, age, disability, genetic information, or uniformed services status, acknowledge and encourage good teaching practices, and promote quality professional development.

DEFINITIONS:

“Evaluation” is any written record that documents the performance of an employee.

“Texas Teacher Evaluation and Support System (TTESS)” is an evaluation system for the state of Texas which focuses on providing continuous, timely and formative feedback to educators to facilitate improved practice.

“Texas Principal Evaluation and Support System” is an evaluation system for the state of Texas designed to support principals in their professional development and growth as instructional leaders.

PROCEDURES:

- I. The superintendent shall be responsible for the development of procedures for performance evaluations of WSD staff.
 - A. The superintendent shall develop an evaluation process that encourages supervisors to take a proactive approach in communicating with and counseling employees.
 - B. An instrument approved by the WSD shall be developed to provide a yearly performance evaluation of non-teaching staff.
 - C. TTESS shall be used in the assessment of teacher performance. Modifications may be made to accommodate a prison environment.
 1. Appraisers shall follow the TTESS Systematic Delivery Model.
 2. Teachers shall be appraised based on the four domains of the TTESS.
 3. Teachers shall receive an orientation of the TTESS upon employment with WSD and at the beginning of the school year and every year thereafter.
 4. TTESS appraisal results may be used for employment considerations.
 5. Data sources other than the TTESS may be used in the appraisal of a teacher’s performance.
 - D. TPESS shall be used in the assessment of principal performance. Modifications may be made to accommodate a prison environment.
 1. Appraisers shall follow the TPESS Systematic Delivery Model.
 2. Principals shall be appraised based on the five Texas Principal Standards of the TPESS.

3. Principals shall receive an orientation of the TPESS upon employment with WSD and at the beginning of the school year and every year thereafter.
 4. TPESS appraisal results may be used for employment considerations.
- II. The superintendent shall develop a plan for supervisors to maintain a confidential file of employee evaluations and documentation and provide each employee with a copy of the evaluation.
- III. The superintendent shall develop TTESS and TPESS related timelines, including but not limited to, the development and posting of the TTESS/TPESS calendar, orientation, timelines for appraisals, and sharing appraisal information with teachers.

Signature on file

Hon. Dale Wainwright, Chairman
Windham School District Board of Trustees