



## T-TESS End-of-Year Conference Overview

Evaluators should attempt to conduct End-of-Year (EOY) Conferences from mid-April through May, 2015 with all educators evaluated with the T-TESS system. This EOY Conference provides an opportunity for the appraiser and the teacher to summarize the year, to collect information that will provide evidence to score Domain 4 of the T-TESS Rubric, and to discuss next year's goal(s) and professional development plan.

Unlike Domains 1-3, **Domain 4: Professional Practices and Responsibilities**, is not scored in summative form by the evaluator until after the teacher has been afforded the opportunity to present evidence related to the four dimensions during the EOY Conference.

**Timing:** Evaluators may choose to wait to score the Professional Practices and Responsibilities domain until testing is finished. This will ensure that all educators can remain focused on student preparation for state assessments.

**Scoring:** Domain 4 should be scored by someone who regularly interacts with the educator. In most cases, this will be the appraiser, however, for some educators it may be appropriate to obtain input from another supervisor, in addition to the teacher, to score this domain.

**Evidence for Scoring:** Please remember that you are anchoring the scoring of Domain 4 in the T-TESS Rubric based on the evidence provided. "Proficient" is the performance level at which initial consideration begins until evidence is substantiated to score at another level.

**Dimension 1—Professional Demeanor and Ethics:** The teacher meets district expectations for attendance, professional appearance, decorum, procedural, ethical, legal and statutory responsibilities.  
**Possible evidence:** *Throughout the school year, adherence to Code of Ethics and Standards for Educators, attendance, appearance, professional conduct in meetings and interactions with others, efforts to advocate for students.*

**Dimension 2—Goal Setting:** The teacher reflects on his/her practice. **Possible evidence:** *Educator Goal-Setting and Professional Development Plan forms and other evidence of self-reflection, active participation in pre- and post-conferences, incorporating feedback into lessons in a timely fashion, evidence of growth across observations throughout the year.*

**Dimension 3—Professional Development:** The teacher enhances the professional community. **Possible evidence:** *Educator professional development planning forms or other evidence of professional growth activities, contribution to professional development efforts at the district and/or campus level, efforts to foster growth among colleagues through sharing of information and collaboration.*

**Dimension 4—School/Community Involvement:** The teacher demonstrates leadership with students, colleagues, and community members in the school, district and community through effective communication and outreach. **Possible evidence:** *Partnerships with community organizations, participation as a productive member of campus PLCs and grade-level teams, visibility at campus activities and during class transitions.*

#### **Expected Components of End-of-Year Conferences:**

- Review final observation data for Domains 1, 2, & 3
- Review teacher/student impact data
- Share and discuss evidence for Domain 4, including attainment of goal(s) and follow-through with activities from the Goal-Setting and Professional Development Plan
- Commend professional progress and area of reinforcement
- Discuss new goal(s) and professional development activities

Ensure teachers prepare to bring their Domain 4 evidence/data prior to the meeting. There is currently no required form to document the EOY conference. Districts are encouraged, however, to determine their own system of documentation.

**Once Domain 4 is scored and recorded in the Observation section of the portal, appraisers can then print the Summary Report by going to the Administration tab in the portal, clicking on Reports, and selecting Individual Summary report. The form should be printed and signed by the teacher and the appraiser. This form is the formal documentation.**

#### **The Next School Year**

With updated goals and professional development activities determined during the EOY Conference, the beginning of the next school year becomes a time to review and revise goals and activities as necessary.

Teachers and appraisers will review and analyze student performance data from the prior year (if they didn't have the opportunity to do so at the end of the previous year), will review student performance data for the students the teacher will teach during the new school year, and will determine if the goals and activities agreed upon at the end of the last school year still meet the needs of the teacher and the teacher's current students.