

***Donna ISD Office of Human Resources
Employee Appraisal Timeline
2018-2019***

	<u>Evaluation / Appraisal Activities</u>	<u>Person(s) Responsible</u>	<u>Deadline</u>
1.	T-TESS Orientation for first-year	Trainer of Trainers	Aug. 16 –Aug. 23
2.	Goal Setting/Prof. Development/Planning C.O. & Campus Administrators	Principals, Administrators	Aug. 27 – Oct. 05
4.	Disseminate Evaluations to Central Office Adm. and Campus Principals	Human Resources	February 08, 2019
5.	Conduct Principals' Summative Evaluations	C & I Assistant Superintendent for Leadership Superintendent	May 31 – June 28 2019
6.	Submit evaluations for Central Office administrators, asst. principals and non-teaching professionals to Human Resources	Central Office	March 08, 2019
7.	Proposed contract renewals/ non-renewals for principals, non-teaching professionals and Central Office administrators	Superintendent	March 20, 2019
8.	Submit evaluations and documentation for Teacher non-renewals/terminations to Human Resources	Principals	February 15, 2019
9.	Notify contracted personnel of proposed non-renewals/terminations	Board of Trustees Human Resources	March 22, 2019

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| 10. | Proposed contract renewals/
Non-renewals/terminations
for Teachers and other professionals
recommended to Board | Superintendent | April 10, 2019 |
| 11. | Complete all evaluations for
paraprofessionals, secretaries,
clerks and auxiliary personnel and
submit to the Office of Human
Resources | Principals, Supervisors,
Administrators | April 26, 2019 |
| 12. | Submit all appraisals for teachers
and the evaluation instruments
for Administrators to the
Office of Human Resources (ensure
Summative Conference have been
Conducted) | Principals | May 10, 2019 |
| 13. | Initiate notification and
availability of Letters of Reasonable
Assurance to paraprofessionals,
administrators' secretaries, clerks, and
applicable auxiliary personnel | Principals, Supervisors,
Administrators | May 13, 2019 |
| 14. | Final date for letters of
Reasonable Assurance
to be signed | Principals, Supervisors,
Administrators | May 24, 2019 |

***Note:** For any paraprofessional or auxiliary personnel not being recommended for re-employment, due process must be followed and documentation must be submitted to the Office of Human Resources with prior notice.

Revised 01/09/2019