



## Edinburg Consolidated Independent School District Employee Appraisal Timeline 2018-2019

	<b>Evaluations/Appraisal Activities</b>	<b>Person(s) Responsible</b>	<b>Deadline</b>
1	T-TESS Orientation for first year Teachers at ECISD	Principals Trainer of Trainers	August 6-9, 2018
2	T-TESS Orientation for all other New Teachers	Principals Trainer of Trainers	August 20-22, 2018
3	Disseminate Professional, Paraprofessional, and Classified Evaluations to Central Office Supervisors and Campus Principals	Personnel Office	January 11, 2019
4	Submit Evaluations and Documentation for all Non-Teaching Professionals and Teachers who are being recommended for Nonrenewals/Terminations to Personnel Office as well as schedule appointments with Superintendent	Principals	March 1, 2019
5	Submit paraprofessional or auxiliary personnel not being recommended for re-employment. Must have documentation with prior notice	Principals/Dept. Heads	March 7, 2019
6	Submit T-TESS/Evaluations for Teachers and appropriate Evaluation Instruments for all Non-Teaching Professionals to the Personnel Office	Principals	April 2, 2019
7	Finalize Principal's Summative Evaluations	Superintendent	April 3, 2019
8	Propose Contract Nonrenewals for Probationary/Term Contract Employees (i.e. teachers) to the Board of Trustees	Superintendent	April 9, 2019
9	Complete all Evaluations for Paraprofessionals, Secretaries, Clerks and Classified Personnel and submit to the Personnel Office	Principals, Supervisors, Administrators	April 12, 2019
10	Propose Contract Renewals for Central Office NTP's, Principals, Campus NTP's, and Teachers recommended to the Board of Trustees	Superintendent	April 23, 2019
11	Disseminate Letters of Reasonable Assurance to be returned to the Personnel Office	Principals, Supervisors, Administrators	April 26, 2019
12	Notify Contracted Personnel of Proposed Non Renewals/Terminations	Board of Trustees	May 9, 2019 <i>(As per DFBB, Legal Deadline is May 16, 2019)</i>
13	Final date for Letters of Reasonable Assurance to be returned to the Personnel Office	Principals, Supervisors, Administrators	May 10, 2019
14	Forms for Waivers from Annual Evaluations for Teachers to be turned in to the Personnel Office	Principals	May 10, 2019