



EISD COVID-19 Evaluation/Appraisal Protocol

Teaching Staff:

- Teachers that have received formal observation
 - Complete virtual summative conference via Google Hangout.
 - Submit final appraisal in Eduphoria: Strive by April 30, 2020.
- Teachers that have received formal observation, but had not completed the post-conference:
 - Complete post-conference via Google Hangout
 - Complete virtual summative conference via Google Hangout
 - Submit final appraisal in Eduphoria: Strive by May 8, 2020.
- Teachers that have not received their formal observation
 - Complete virtual summative conference via Google Hangout
 - Appraisal ratings to be determined based on completed aspects of the appraisal process.
 - Use documentation from walk-throughs and other sources to complete appraisal.
 - Submit final appraisal in Eduphoria: Strive by May 22, 2020.

Other Professional Staff:

- Professional staff in which evaluations are completed
 - Submit evaluation to Human Capital by May 15, 2020.
- Professional staff in which evaluations have NOT been completed
 - Complete evaluation
 - Complete summative conference via Google Hangout
 - Submit evaluation to Human Capital by May 15, 2020.

Paraprofessional Staff:

- Paraprofessional staff in which evaluations are completed
 - Submit evaluation to Human Capital by May 15, 2020.
- Paraprofessional staff in which evaluations have NOT been completed
 - Complete evaluation
 - Complete summative conference via Google Hangout
 - Submit evaluation to Human Capital by May 15, 2020.

Questions & Answers;

Q: Why are we applying for an Educator Appraisal Waiver from TEA?

A: We are applying for the waiver as there are certain parts of the teacher appraisal process that cannot be completed due to circumstances arising from the COVID-19 pandemic. This primarily means that some teachers did not receive their formal observations, and thus we must apply for the waiver. We will still complete most all aspects of the appraisal process.

Q: If I do not complete the entire observation process due to our waiver, can a teacher still appeal the appraisal?

A: Yes. Even with the waiver, the lack of completed steps in the appraisal process would not deprive the teacher to respond to and otherwise appeal an appraisal or appraisal rating. The use of the waiver does not prohibit a teacher from filing a Grievance in accordance with District policy.

Q: Do we have to grant a teacher's timely request for a second observation or second appraisal?

A: Due to the circumstances related to COVID-19, the District would not be able to grant a request for a second observation, and our inability to do so is covered under the waiver. A request for a second appraisal that is based purely on existing data, however, would be possible and would be granted.

Q: Can I conduct my post-observation conference and summative conference by phone?

A: Technically, yes. We would prefer you connect with the staff member and complete the process via Google Hangout with video/audio. However, we understand this may not be possible in every instance. The post-observation conference and the summative conference will still be required to be completed, so you must connect by audio, if video is not possible.

Q: Am I required to complete appraisals/evaluations on all teaching and nonteaching staff even if they were hired after school starts?

A: Yes. All staff must have a completed appraisal/evaluation. Policy requires such. If they are a teacher, then you will complete the parts of T-TESS you are able to complete at this time using data you have collected even if you did not do a formal observation.

Q: Am I required to complete appraisals/evaluations on all teaching and nonteaching staff even if they are on a Non-21 Contract?

A: Yes. All staff must have a completed appraisal/evaluation. If they are a teacher, then you will complete the parts of T-TESS you are able to complete at this time using data you have collected even if you did not do a formal observation.

Q: On non-teaching professional staff and paraprofessional staff, am I required to get a signature on the evaluation?

A: Yes. All evaluation instruments should be in Strive. As such you should get electronic signatures from all staff.

Q: How do I handle a staff member who would prefer to meet with me in person to complete their appraisal/evaluation?

A: At this time we do not recommend that you meet with a staff member in person to complete the appraisal/evaluation process. However, if this is the only option to complete the process, then

1. If you do not feel comfortable meeting in person - let them know that it will not be possible to meet in person at this time and that you can complete the conference

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via Google Hangout so you can see and hear each other. Make sure that you treat all staff the same in that if you do not meet with one that asks, you do not meet with others that ask.

2. If you do feel comfortable meeting in person - you must meet in a well-ventilated area, at a distance of 6 feet apart and follow appropriate recommendations according to CDC guidelines.

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