

**Mercedes Independent School District  
Employee Evaluation Timeline  
2017-2018**

(Subject to Change)

T-TESS Evaluation Activities	Person(s) Responsible	Deadline
T-TESS Orientation and Annual Review	Principals	September 8, 2017
Goal-Setting and Professional Development (GSDP) Plan	Principals	September 29, 2017
Evaluations and documentation for teacher non-renewals/terminations due to HR Office	Principals	January 26, 2018
End-of-Year Conference	Principals	May 11, 2018
T-PESS Evaluation Activities	Person(s) Responsible	Deadline
T-PESS Orientation	Superintendent	Spring/Summer 2017
Self-Assessment and Goal-Setting (Due to the principal's appraiser prior to the pre-evaluation conference)	Principal	October 2017
Pre-Evaluation Conference	Superintendent	October 2017
Mid-Year Conference	Superintendent	February 2018
End-of-Year Conference/ Final Evaluation and Goal-Setting	Superintendent	June 2018
Non-Teaching/Teaching Deadlines		
Evaluations for Assistant Principals, Directors, Coordinators, Curriculum Academic Facilitators and Assistant Superintendent due to HR	Superintendent, Assistant Superintendent, Central Office and Curriculum Coordinators	January 26, 2018
Propose contract recommendations for administrators to the Board of Trustees	Superintendent	February 2018
Evaluation instruments for all non-teaching campus professionals and other administration due to the HR Office	Superintendent, Assistant Superintendent, Directors and Principals	February 2018
Propose contract recommendations and non-renewals/terminations for teachers, campus non-teaching professionals, and other administrators to Board of Trustees	Superintendent	March 2018
Complete all evaluations for paraprofessionals, secretaries, clerks, and auxiliary personnel and submit to the HR Office	Principals, Supervisors, and Administrators	Friday, May 18, 2018
Notify contracted personnel of proposed non-renewals/terminations (Not later than the tenth day before the last day of instruction in a school year)	HR Personnel	May 18, 2018
Distribute Letters of Reasonable Assurance for paraprofessionals, secretaries, clerks, and applicable auxiliary personnel to Principals and Supervisors	HR Personnel	May 21, 2018
Submit signed Letters of Reasonable Assurance to the HR Office	Principals, Supervisors, and Administrators	May 31, 2018

\*Local Evaluation Instruments are available on the Office of Human Resources Web Page at [www.misdtx.net](http://www.misdtx.net)