

**Mercedes Independent School District
Employee Evaluation Timeline
2018-2019**

(Subject to Change)

| T-TESS Evaluation Activities | Person(s) Responsible | Deadline |
|---|---|----------------------|
| T-TESS Orientation and Annual Review | Principals | September 7, 2018 |
| Goal-Setting and Professional Development (GSDP) Plan | Principals | September 28, 2018 |
| Evaluations and documentation for teacher non-renewals/terminations due to HR Office | Principals | January 25, 2019 |
| End-of-Year Conference | Principals | May 10, 2019 |
| T-PESS Evaluation Activities | Person(s) Responsible | Deadline |
| T-PESS Orientation | Superintendent | Spring/Summer 2018 |
| Self-Assessment and Goal-Setting (Due to the principal's appraiser prior to the pre-evaluation conference) | Principal | October 2018 |
| Pre-Evaluation Conference | Superintendent | October 2018 |
| Mid-Year Conference | Superintendent | February 2019 |
| End-of-Year Conference/ Final Evaluation and Goal-Setting | Superintendent | June 2019 |
| 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 25, 2019 |
| Propose contract recommendations for administrators to the Board of Trustees | Superintendent | February 2019 |
| Evaluation instruments for all non-teaching campus professionals and other administration due to the HR Office | Superintendent, Assistant Superintendent, Directors and Principals | February 2019 |
| Propose contract recommendations and non-renewals/terminations for teachers, campus non-teaching professionals, and other administrators to Board of Trustees | Superintendent | March 2019 |
| Complete all evaluations for paraprofessionals, secretaries, clerks, and auxiliary personnel and submit to the HR Office | Principals, Supervisors, and Administrators | Friday, May 17, 2019 |
| 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 17, 2019 |
| Distribute Letters of Reasonable Assurance for paraprofessionals, secretaries, clerks, and applicable auxiliary personnel to Principals and Supervisors | HR Personnel | May 20, 2019 |
| Submit signed Letters of Reasonable Assurance to the HR Office | Principals, Supervisors, and Administrators | May 31, 2019 |

*Local Evaluation Instruments are available on the Office of Human Resources Web Page at www.misdtx.net