

# *Professional Development Appraisal System (PDAS)*

## *Teacher Appraisal Calendar for 2013-2014*

### 1. APPRAISAL CALENDAR

- The appraisal period must include all days of instruction – Aug. 26, 2013 – June 5, 2014
- Excludes the first 2 weeks of instruction - cannot begin before September 9, 2013
- Prohibits observations on the last instructional day before official school holidays. Observations **cannot** be conducted on the following dates:

October 11, 2013  
November 22, 2013  
December 20, 2013  
January 17, 2014  
February 14, 2014  
March 7, 2014  
April 17, 2014  
May 23, 2014

- The **Teacher Self-Report form (SRF)** is due to appraisers within 3 weeks of the teacher orientation. **The deadline is September 13, 2013**
- **Annual Summative Conference** must be completed no later than 15 working days prior to the last day of instruction

### 2. FINAL TEACHER SELF REPORT FORMS

Final revision of Sec. I and completion of Secs. II and III of the SRF must be to appraisers at least 2 weeks prior to the annual summative conference.

[The Teacher Self Report Form may be accessed through PDAS in Eduphoria.](#)

### 3. SUMMATIVE ANNUAL APPRAISAL

The completed Summative Annual Appraisal Report form (SAAR) must be given to the teacher at least 5 working days prior to the annual summative conference.

### 4. PDAS OBSERVATIONS and WALK-THROUGHS

The campus appraiser must conduct a minimum of four (4) walk-throughs and one (1) formal 45-minute observation for each teacher.