

Professional Development Appraisal System (PDAS)

Teacher Appraisal Calendar for 2015-2016

1. APPRAISAL CALENDAR

- The appraisal period must include all days of instruction – Aug. 24, 2015 – June 2, 2016
- Excludes the first 2 weeks of instruction - cannot begin before September 8, 2015
- Prohibits observations on the last instructional day before official school holidays.

Observations **cannot** be conducted on the following dates:

October 9, 2015
November 20, 2015
December 18, 2015
January 15, 2016
February 12, 2016
March 11, 2016
March 24, 2016
May 27, 2016

- The **Teacher Self-Report form (SRF)** is due to appraisers within 3 weeks of the teacher orientation. **The deadline is September 11, 2015**
- **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 WALKTHROUGHS

The campus appraiser must conduct walk-throughs and 1 formal 45-minute observation for each teacher. Tier I Teachers a minimum of 2 walkthroughs, Tier II Teachers a minimum of 3 walkthroughs, Tier III Teachers, new teachers and those on a growth plan will have a minimum of 5 walkthroughs. All non-tiered Teachers will have a minimum of 4.