

NORTH EAST ISD ADMINISTRATIVE GUIDELINES FOR PDAS WAIVERS

August 2010

Teachers who have been rated at least proficient on their latest appraisal, with no areas rated deficient, may be appraised with PDAS every other year. The teacher and the appraiser must agree upon this waiver in writing, and the waiver is valid for only one school year. (See DNA Regulation)

In compliance with the goals and directions of NEISD, guidelines for 2010-2011 have been developed to assist appraisers in determining who should not receive a waiver. A complete PDAS appraisal *should* be implemented for any teacher in one of the following situations:

- The teacher is on Probationary Contract.
- The teacher's most recent appraisal was rated less than Proficient on any domain area.
- The teacher is on an Intervention Plan.
- The teacher is assigned to a different campus than the previous year.
- The teacher requests a complete appraisal.
- The teacher has changed teaching assignments.
- The teacher is new to the campus.
- The teacher is on a campus with a new principal.

A complete PDAS appraisal *may* be implemented for any teacher in the following situation, at the discretion of the campus principal or the District Superintendent:

- The teacher is in the first year of a new assignment that requires a different certification than the previous assignment.
- The teacher is required to return to a yearly appraisal at the discretion of the campus principal.
- The teacher is on a campus where the principal and District Superintendent makes a decision based on instructional assessment data that requires a full PDAS appraisal for all.
- The teacher is on a campus that the superintendent mandates should not receive a waiver.

A complete PDAS appraisal must include:

- Teacher Self-Reports, Parts I, II and III
- A scheduled two-week window for a 45 minute observation
- A written Observation Report
- A pre and/or post Observation Conference at the request of either the teacher or the appraiser
- A written Summative Report
- A Summative Conference

A teacher who is approved for a waiver should receive:

- A copy of the Waiver Guidelines
- Should complete Teacher Self-Reports, Parts I, II and III
- A minimum of 3 documented 10-15 Minute Walk-Throughs
- End of the year conference and a copy of the EOY Form

If the teacher and the appraiser mutually agree upon the waiver, the Waiver form must be signed by both parties and filed in Eduphoria no later than **September 13, 2010**. **Prior to May 9, 2011, an End of the Year Conference must be held with each teacher who waived the PDAS Appraisal, and the discussion must include the observations made during the walk-throughs, and other cumulative data gathered.**

Please also note that these guidelines are only in effect for the 2010-2011 school year, and they will be reviewed and adopted annually based on the needs of the District.