



Teacher Keys Effectiveness System (TKES) 2019-2020 Guidelines & Reminders

- Teachers will be given written notice, in advance of each school year, the evaluation measures and any specific indicators that will be used to evaluate them. Per SB364, these measures shall include the following elements:
 1. Teacher Assessment on Performance Standards = 50%
 2. Student growth = 30%
 3. Professional growth = 20%
- At the beginning of the school year, the Principal must appoint all evaluators in writing to ensure teachers have identified their evaluators. Employees do not have to approve their evaluators.
- Per CCSD District Admin Rule GBB-R, current job descriptions must be provided to each employee by Wednesday, July 31st.
- The Principal must ensure that all evaluators are credentialed before evaluating any teachers.
- Teachers are not moved to FLEX or FULL based off performance (the six indicators are set by the state), but at the discretion of the evaluator, a teacher may have additional observations conducted.
- If the teacher requests a conference, the conference should take place within the next 10 working days.

Teacher Assessment on Performance Standards Rubric

Overall PSC Rating	TAPS Level Score	TAPS Overall Rating	TAPS Point Rating
Unsatisfactory	Level I	Ineffective	0 – 6
Unsatisfactory	Level II	Needs Development	7 – 16
Satisfactory	Level III	Proficient	17 – 26
Satisfactory	Level IV	Exemplary	27 – 30

Appeal Process

Performance Ratings are not able to be grieved under State Law O.C.G.A. 20-2-210 or Cobb County Board of Education Policy GAE. Cobb employees may appeal their Annual Evaluation if the evaluator failed to follow District rules and procedures resulting in an UNSATISFACTORY RATING.

Level 1 Appeal:

- Teachers will submit the *Annual Evaluation Appeal Form* along with a copy of their annual evaluation and any documentation to their Principal/Supervisor within 10 calendar days of their Annual Evaluation Conference.
- The Principal/Supervisor will respond in writing within 10 calendar days of receipt of the Appeal.

Level 2 Appeal:

- If the original evaluation is upheld, a Level 2 Appeal can be submitted to the Director of Evaluations.
- Teachers will submit a new Annual Evaluation Appeal Form along with all required documentation (original Appeal Form, annual evaluation, response letter from their Principal/Supervisor) to the Director of Evaluations within 5 calendar days of the Principal/Supervisor response.
- The Director of Evaluations, the Deputy Superintendent and the Assistant Superintendent (if applicable) will review the appeal and provide a written response within 10 calendar days.
- The decision of this body will be final.