

# 2018-2019 Guidelines for Late Hires, Transfers, and Leave

## Minimum Number of Spots Required

The table below represents the full number of spot observations an employee receives during the 2018-19 school year, if they began the school year as a teacher with DISD and did not have a leave of absence.

Minimum Number of Spots Required	
Effectiveness Level	Number of Spots
No Effectiveness Level	6
Progressing I	6
Progressing II	6
Proficient I & DTR Eligible	4
Proficient II – Master	0

*Note: Teachers who are new to Dallas ISD, but will undergo DTR in their first year with Dallas ISD, will receive a minimum of four spot observations.*

## Leaves of Absence

If a teacher is on leave, the required number of spot observations will be reduced by one spot observation for every four-week period of leave.

*Example:*

If a Progressing I teacher is on medical leave for four weeks during the first semester, two spot observations would be required to be conducted by the evaluator that semester. (5 total for the year)

## Late Hires or Transfers

When a teacher begins teaching on a campus after the start of the school year (i.e., due to a late hire or transfer), the following table should be used to determine the minimum number of spot observations required for a teacher's evaluation. Please note, this table is based on an employee requiring 6 spot observations.

*Example:*

A proficient I teacher transfers to a new campus on November 6<sup>th</sup>. One spot would be required to be conducted by the evaluator that semester. (4 total for the year).

For teachers who should receive a total of 6 spot observations annually, please use the following table to determine the number of prorated spot observations.

No Effectiveness level & Progressing II or below		
	Date Ranges	Minimum number of spots required annually if teacher starts within these date ranges
Semester 1	8/20/2018	First day of school
	8/20/2018 – 9/21/2018	6 spots required
	9/24/2018 – 10/26/2018	5 spots required
	10/29/2018 – 12/7/2018	4 spots required
	12/10/2018 – 12/19/2018	Extra Makeup Time
	12/21/2018 – 1/4/2019	Winter Break
Semester 2	1/7/2019 – 2/8/2019	3 spots required
	2/11/2019 – 3/22/2019	2 spots required
	3/25/2019 – 4/26/2019	1 spot required
	3/11/2019 – 3/15/2019	Spring Break
	4/29/2019 – 5/29/2019	Extra Makeup Time
	5/29/2019	Last Day of School

## 2018-2019 Guidelines for Late Hires, Transfers, and Leave

For teachers who should receive a total of 4 spot observations annually, please use the following table to determine the number of prorated spot observations.

Proficient I & New DISD teachers undergoing DTR		
	Date Ranges	Minimum number of spots required annually if teacher starts within these date ranges
Semester 1	8/20/2018	First day of school
	8/20/2018 – 10/12/2018	4 spots required
	10/15/2018 – 12/7/2018	3 spots required
	12/10/2018 – 12/19/2018	<i>Extra Makeup Time</i>
	12/21/2018 – 1/4/2019	Winter Break
Semester 2	1/7/2018 – 3/1/2019	2 spots required
	3/4/2019 – 4/26/2019	1 spot required
	3/11/2019 – 3/15/2019	Spring Break
	4/30/2018 – 6/1/2018	<i>Extra Makeup Time</i>
	5/29/2019	Last Day of School