

2019-2020 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 2019-20 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	2

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 five-week period of leave.

Example:

If a Progressing I teacher is on leave for six weeks during the fall 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 6th. 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
Fall	8/19/2019 – 9/20/2019	6 spots required
	9/23/2019 – 10/25/2019	5 spots required
	10/28/2019 – 12/6/2019	4 spots required
	12/9/2019 – 12/19/2019	<i>Extra Makeup Time</i>
Spring	1/7/2020 – 2/8/2020	3 spots required
	2/10/2020 – 3/13/2020	2 spots required
	3/23/2020 – 4/24/2020	1 spot required
	4/27/2020 – 5/27/2020	<i>Extra Makeup Time</i>

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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
Fall	8/19/2019 – 10/4/2019	1 spot needed to be on track
	10/7/2019 – 12/6/2019	2 spots needed to stay on track
	12/9/2019 – 12/19/2019	Extra Makeup Time
Spring	1/7/2020 – 2/21/2020	1 spot needed to be on track
	2/24/2020 – 4/24/2020	2 spots needed to stay on track
	4/27/2020 – 5/27/2020	Extra Makeup Time

Teachers who should receive a total of 2 spot observations annually, will require just 1 spot if they are hired late, transfer or take a leave of absence.