• **Join your local association/TSTA/NEA** to stay current in practices, procedures and rights about teacher evaluation in your school district.

• Move beyond the information about teacher evaluation provided at the orientation. It’s your career and you need to know and understand how your performance will be evaluated.

• Keep a copy of district policy DNA (LOCAL) and any supporting regulations available to know how the district implements teacher evaluation.

• Understand the evaluation rubric and ask your appraiser how he or she will capture evidence to support your ratings.

• Always write a rebuttal when you disagree with a rating or other documentation and make sure you have TSTA proofread it before turning it in. You may not have the opportunity to do so later on.

• Use teacher evaluation to tell the story of your classroom; no one can tell it better than you!

• Reflect on the lesson the appraiser observed.

• Plan for your evaluation conferences - don’t go in blind.

• Capture your evidence and documentation for the appraisal experience. It may be a good counter to the evidence captured by the appraiser.

• Know campus politics when considering a request for a second appraisal.

• **Contact TSTA immediately if (or when) you have a problem with your appraisal.**