

WPSD Certified Evaluation Cycles

1st Year Probationary Certified Staff:



1st Year Probationary Certified Staff Evaluation Process:

Initial Orientation

- District Training orienting new staff members to the WPSD Certified Staff Evaluation System
- Within the first few weeks of the school year

Evaluation System Update

- Annual review of evaluation process and expectations for all staff
- Forum for staff to review the system & learn of any changes made from the previous year
- On the September District Collaboration Day

Goal Setting Conference

- Individual conference between evaluator and evaluatee to outline goals and expectations
- Set a minimum of 1 Professional Practice Goal and 1 Measurement of Learning Goal in collaboration with evaluator
- Prior to the end of October

Observation & Conference

- Full lesson observation with written notes and a formal pre/post-conference
- Within the first quarter of the school year

Mid-Year Review Conference

- Formal mid-year review of progress towards district standards
- Mid-year self-reflection towards goals
- Prior to the end of the 1st semester

Observation & Conference

- Full lesson observation with written notes and a formal pre/post-conference
- Prior to February 15th

Professional Practice Rating

- Evaluatee to self-assess using the district professional practice rubric
- Evaluator reviews performance throughout the year and records ratings on the rubric as such information is collected
- Self-Assessment & Evaluator Assessment of Professional Practice shared by April 15th

End-of-Year Review Conference

- Evaluator and evaluatee meet to discuss performance ratings, self-assessment ratings, perception data, artifacts, and any additional evidence needed to support ratings
- Prior to May 1st
- MSL data may be added after the end-of-year review if unavailable at this time

Final Effectiveness Ratings

- Determine final ratings
- Final self-reflection toward goals
- Two week period following the end-of-year review conference

Goal Setting & Effectiveness Planning

- Using the documents from the end-of-year review, evaluator and evaluatee discuss potential goals for the following year
- Prior to the start of the next evaluation cycle

Probationary Certified Staff:



After 2 consecutive years of Effective+ ratings, move to the next cycle

Probationary Certified Staff Evaluation Process:

Evaluation System Update

- Annual review of evaluation process and expectations for all staff
- Forum for staff to review the system and learn of any changes made from the previous year
- On the September District Collaboration Day

Goal Setting Planning

- Review student achievement and growth data; Identify strengths and areas of concern
- Self-assess professional practices utilizing the rubric; Optional to share in the Fall
- Draft Professional Goal and Measurement of Learning Goal; Minimum requirement of one Professional Goal for all staff and one Measurement of Learning Goal for teachers and two Measurement of Learning Goals for Special Service Providers
- Goals due by October 24th

Goal Setting Conference

- Evaluator and evaluatee meet to review, adjust, and finalize annual goals
- Consider the unique context for that year with respect to school's culture, student body, community issues, and changes in building initiatives
- Prior to the end of October

Observation & Conference

- Formal observation (>45 minutes) with written notes and a formal post-conference
- Prior to the end of November

Mid-Year Review Conference

- Formal mid-year review of progress towards district standards
- Mid-year self-reflection towards goals
- Prior to the end of January

Observation & Conference

- Formal observation (>45 minutes) with written notes and a formal post-conference
- Prior to March 15th

Professional Practice Rating

- Evaluatee to self-assess using the district professional practice rubric
- Evaluator reviews performance throughout the year and records ratings on the rubric as such information is collected
- Self-Assessment & Evaluator Assessment of Professional Practice shared by May 1st

End-of-Year Review Conference

- Evaluator and evaluatee meet to discuss performance ratings, self-assessment ratings, perception data, artifacts, and any additional evidence needed to support ratings
- Prior to two weeks before the last day of school
- MSL data may be added after the end-of-year review if unavailable at this time

Final Effectiveness Ratings

- Determine final ratings
- Final self-reflection towards goals
- Two week period following the end-of-year review conference

Goal Setting & Effectiveness Planning

- Using the documents from the end-of-year review, evaluator and evaluatee discuss potential goals for the following year
- Prior to the start of the next evaluation cycle

Non-Probationary Certified Staff:



If 2 consecutive years of ratings below Effective, move back to Probationary Cycle

Non-Probationary Certified Staff Evaluation Process:

Evaluation System Update

- Annual review of evaluation process and expectations for all staff
- Forum for staff to review the system and learn of any changes made from the previous year
- On the September District Collaboration Day

Goal Setting Planning

- Review of student achievement and growth data; Identify strengths and areas of concern
- Self-assess professional practices utilizing the rubric; Optional to share in the Fall
- Draft Professional Goal and Measurement of Learning Goal; Minimum requirement of one Professional Goal for all staff and one Measurement of Learning Goal for teachers and two Measurement of Learning Goals for Special Service Providers
- Goals due by October 24th

Goal Setting Conference

- Evaluator and evaluatee meet to review, adjust, and finalize annual goals
- Consider the unique context for that year with respect to school's culture, student body, community issues, and changes in building initiatives
- Prior to the end of October

Observation with Feedback

- Observations totaling 60 minutes throughout the school year, with at least one observation of 20+ minutes
- Written feedback provided to evaluatee for observations counted towards the 60 minutes
- Prior to the end of April

Mid-Year Self-Reflection

- Written mid-year self-reflection of progress towards goals
- Prior to the end of January

Professional Practice Rating

- Evaluatee to self-assess using the district professional practice rubric
- Evaluator reviews performance throughout the year and records ratings on the rubric as such information is collected
- Self-Assessment & Evaluator Assessment of Professional Practice shared by May 1st

End-of-Year Review Conference

- Evaluator and evaluatee meet to discuss performance ratings, self-assessment ratings, perception data, artifacts, and any evidence additional needed to support ratings
- Prior to two weeks before the last day of school
- MSL data may be added after the end-of-year review if unavailable at this time

Final Effectiveness Ratings

- Determine final ratings
- Final self-reflection towards goals
- Two week period following the end-of-year review conference

Goal Setting & Effectiveness Planning

- Using the documents from the end-of-year review, evaluator and evaluatee discuss potential goals for the following year
- Prior to the start of the next evaluation cycle