

# WPSD Classified Evaluation Cycles

## Roll-Out Year:



## Roll-Out Year Classified Evaluation Process:

### Initial Orientation

- District Training orienting all classified staff members to the WPSD Classified Evaluation System
- August 13th from 1 - 3 PM

### Annual Evaluation System Updates

- 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
- Within the first month of the school year

### Initial Meeting & Goal Setting

- Individual conference between evaluator/direct supervisor and evaluatee to outline goals and expectations for the year
- Set a minimum of 1 Professional Goal in collaboration with evaluator/direct supervisor
- By October 2nd

### Ongoing Observations

- Direct observation & professional interactions
- Feedback from Direct Supervisor
- Ongoing

### Mid-Year Review

- Formal review of progress towards district standards
- Mid-year review of Professional Goal
- By November 20th for 1st Year staff and by January 20th for returning staff

### Ongoing Observations

- Direct observation & professional interactions
- Feedback from Direct Supervisor
- Ongoing

### Share Professional Practice Ratings

- Evaluator/Direct Supervisor 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 March 15th

### End-of-Year Review

- Evaluator/Direct Supervisor and evaluatee meet to discuss performance ratings, self-assessment ratings, growth objectives and any additional evidence needed to support ratings
- Prior to end of the contract year

### Final Evaluation Rating

- Final self-reflection toward goal(s)
- Determine final ratings
- Prior to end of the contract year

