

WPSD Classified Evaluation Cycles



Classified Evaluation Process:

Initial Orientation

- District Training orienting all classified staff members to the WPSD Classified Evaluation System
- August

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 31st

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 January 31st

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 May 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
- By May 24th

Final Evaluation Rating

- Final self-reflection toward goal(s)
- Determine final ratings
- By May 29th