

**Policy Type: Executive Responsibility 6 (Staff Evaluation)**

**Board Review/Approval Date: January 22, 2019**

***Responsibility:***

The Superintendent shall be responsible for the employment, review and support of high-quality, high-performing district staff.

Therefore, the superintendent will:	Evidence Requested/Presented	Board Notes	In Compliance	Not in Compliance	Follow-up Review Date
<p><b>Develop and administer a high-quality hiring process that includes:</b></p> <ul style="list-style-type: none"> <li>a. A current job description including any supervisory responsibilities</li> <li>b. screening for qualifications</li> <li>c. conducting an interview that requires demonstration of skill level</li> <li>d. thorough reference checking</li> </ul>	<ul style="list-style-type: none"> <li>a. We consistently review job descriptions and update them to reflect the skills and qualifications necessary to pursue our District’s mission and goals. We work with PSE to review and revise classified job descriptions as required by the collective bargaining agreement.</li> <li>b. Our electronic application system allows for thorough screening by staff and supervisors during the application phase.</li> <li>c. We utilize a multiple-level interview process for certificated and supervisory candidates.</li> <li>d. We require phone or in-person reference checks on all new hires and do additional electronic reference checks on certificated and supervisory positions.</li> </ul>		<p><b>X</b></p>		
<p><b>Develop and administer an ongoing effective evaluation system designed to:</b></p> <ul style="list-style-type: none"> <li>a. Measure performance of specific job descriptions, assigned duties and professional goals</li> <li>b. Document distinguished performance</li> <li>c. Document and address unsatisfactory performance through the evaluation process and personnel actions</li> <li>d. Improve instruction and growth in student learning when applicable</li> </ul>	<ul style="list-style-type: none"> <li>a. The CEL 5D+ instructional framework continues to provide the basis for professional goals and evaluation for our certificated staff. We have annual professional development for teachers and principals on the CEL 5D+, utilizing experts from the University of Washington where CEL 5D+ was developed.</li> <li>b. Our evaluation tools have a four-tier rating system that allows for the recognition and documentation of distinguished performance.</li> <li>c. Our evaluation tools provide specific criteria for identifying unsatisfactory performance. We are providing additional professional development for our supervisors to give them increased skills in documenting employee performance.</li> <li>d. The focus of the CEL 5D+ instructional framework is high-functioning instruction to support high levels of learning for ALL students. Our evaluation system includes student growth goals that require teachers to measure student learning in an</li> </ul>		<p><b>X</b></p>		

Therefore, the superintendent will:	Evidence Requested/Presented	Board Notes	In Compliance	Not in Compliance	Follow-up Review Date
e. Measure performance in alignment with the vision and goals of WSD	<p>objective process, and thereby adjust their instruction.</p> <p>e. Staff goal-setting and evaluation are accomplished within the context of District goals and school-based improvement plans.</p>				
<p><b>Develop and implement an ongoing training system:</b></p> <p>a. Maintain an induction program for new employees</p> <p>b. Provide on-going district-directed professional development</p> <p>c. Provide for the development of supervisory evaluation skills and procedures</p>	<p><b>a. Professional Development for New Teachers:</b> We provided two days of orientation and professional development for our new teachers in August 2018. Through the use of state funding, we employ a teacher mentor on a part-time (40%) basis. The mentor plans professional development to meet the needs of teachers new to the profession and/or new to our district. The professional development opportunities are offered monthly throughout the school year. Further, she visits the new teachers, on-on-one to find out what they need and provide just-in-time support to them.</p> <p><b>b. Professional Development for Teachers:</b> Through the office of the Assistant Superintendent, a robust professional development plan is in place. The 18-19 school year allowed for 23 hours of paid professional development for certificated staff in August before school started to provide both District-wide and school-specific professional development. Topics included iReady assessments, CEL 5D+, support for the curriculum adoptions in both elementary English Language Arts and math. All schools are continuing learning walks to identify areas of focus to improve student learning.</p> <p><b>c. Professional Development for Principals:</b> Principals have been actively involved in significant professional development with CEL 5D+ trainers to enhance their observation and feedback skills. Through this professional development, the principals are honing their expertise in calibrating observation data to the 5D+ rubric and in summative scoring. This year, the principals are involved in Inquiry Cycles that are an action research process looking at the impact of principal coaching on teacher instruction. Consultants from the University of Washington come to the District to provide on-site calibration training and support for learning walks and inquiry cycles.</p>		X		

