

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

**Board Review/Approval Date: February 8, 2022**

**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> <p>a. A current job description including any supervisory responsibilities</p> <p>b. Screening for qualifications</p> <p>c. Conducting an interview that requires demonstration of skill level</p> <p>d. Thorough reference checking</p>	<ul style="list-style-type: none"> <li>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>We are in the process of updating all of our job descriptions to include an equity, diversity and inclusion statement.</li> <li>We have recently updated our applications by adding additional questions specific to employment history and additional background questions. Our electronic application system allows for thorough screening during the application phase.</li> <li>We are providing additional training for our hiring managers who are the facilitators of the screening and interview portion of our hiring process.</li> <li>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>		X		
<p><b>Develop and administer an ongoing effective evaluation system designed to:</b></p> <p>a. Measure performance of specific job descriptions, assigned duties and professional goals</p> <p>b. Document distinguished performance</p> <p>c. Document and address unsatisfactory performance through the evaluation process and</p>	<ul style="list-style-type: none"> <li>The CEL 5D+ instructional framework provides the basis for professional goals and evaluation for the majority of our certificated staff.</li> <li>Our evaluations tools have a four-tier rating system that allows for the recognition and documentation of distinguished performance.</li> <li>Our evaluation tools provide specific criteria for identifying unsatisfactory performance. We provide professional development for our supervisors to enhance their skills in evaluating and documenting employee performance.</li> <li>The focus of the CEL 5D+ instructional framework is high-functioning instruction to support high levels of learning for</li> </ul>		X		

<p>personnel actions</p> <p>d. Improve instruction and growth in student learning when applicable</p> <p>e. Measure performance in alignment with the vision and goals of WSD</p>	<p>all students. Our evaluation system includes student growth goals that require teachers to measure student learning in an objective process, and thereby adjust their instruction.</p> <ul style="list-style-type: none"> <li>● Staff goal-setting and evaluation are accomplished within the context of District goals and school-based improvement plans.</li> <li>● For the last three years, OSPI has provided guidance specific to the Teacher/Principal Evaluation Program due to COVID-19. We have worked with the WAE leadership team to adopt OSPI's guidance.</li> </ul>				
<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>	<ul style="list-style-type: none"> <li>● <b>Professional Development for New Teachers:</b> We provided two days of orientation and professional development for our new teachers in August 2021. Through the use of state funding, we employ a teacher mentor on a part-time 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, one-on-one to find out what they need and provide just-in-time support to them.</li> <li>● <b>Professional Development for Teachers:</b> Through the office of the Assistant Superintendent, the 2021-22 professional development plan was developed. This year's plan allowed for five days of paid professional development for certificated staff in August and October to provide both District-wide and school-specific professional development. Topics included Culturally Responsive Classroom Management, mandatory policy training and Professional Learning Communities (PLC) training.</li> <li>● <b>Professional Development for Building Administrators:</b> New administrators received training with CEL 5D+ framework and the use of the eVAL tool to collect observation notes and evidence to enhance their observation and feedback skills. Through this professional development, the building administrators develop their ability in calibrating observation data to the 5D+ rubric and in summative scoring.</li> <li>● <b>Professional Development for Classified:</b> Our staff who are in classified positions received Culturally Responsive Classroom Management and mandatory policy training in August and October. Staff who were not able to attend the Culturally Responsive Classroom Management training are participating in equity training that is being provided asynchronously.</li> </ul>		<p>X</p>		