Washougal School District 112-06
Policy Type: Executive Responsibility 6 (Staff Evaluation)
Board Review Date: February 11, 2025

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
Develop and administer a high-quality hiring process that includes: a. A current job description including any supervisory responsibilities b. Screening for qualifications c. Conducting an interview that requires demonstration of skill level d. Thorough reference checking	● We consistently review job descriptions and update them to reflect the skills and qualifications necessary to pursue our District's mission and goals. ● All of our applications ask for specific employment history and additional background information. Our electronic application system allows for thorough screening during the application phase. ● Interview protocol continues to be reviewed and revised as needed to improve the selection process. ● We are continuing to provide training for our hiring managers who are the facilitators of the screening and interview portion of our hiring process. ● We require phone or in-person reference checks on all new hires and do additional electronic reference checks on certificated and supervisory positions.		X		
Develop and administer an ongoing effective evaluation system designed to: a. Measure performance of specific job descriptions, assigned duties and professional goals b. Document distinguished performance c. Document and address unsatisfactory performance through the evaluation process and personnel actions d. Provide professional development for our supervisors to enhance their skills in evaluating and documenting employee performance, instruction and growth in student learning when applicable	● The CEL 5D+ instructional framework provides the basis for professional goals and evaluation for the majority of our certificated staff. The certificated evaluation is a four-tier rating system that allows for the recognition and documentation of distinguished performance. We provide professional development for our supervisors to enhance their skills in evaluating and documenting employee performance. 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 objective process, and thereby adjust their instruction. ● The PSE evaluation tool is a four-tier rating system. The classified evaluation tool has 8 criteria.		X		

e. Measure performance in alignment with the vision and goals of WSD	● Our building administrators are evaluated using the state approved AWSP Leadership Framework which is designed to promote the growth of the school leader in areas most likely to result in increased student achievement. It directly aligns with Washington state evaluation criteria, rules, and regulations. We provide professional development for our supervisors to enhance their skills in evaluating and documenting building administrator performance.				
Develop and implement an ongoing training system: a. Maintain an induction program for new employees b. Provide on-going district-directed professional development c. Provide for the development of supervisory evaluation skills and procedures	● **Professional Development for New Teachers:** We provided one day of orientation and professional development for our new teachers in August 2024. 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 throughout the school year. This person visits the new teachers, one-on-one to find out what they need and provide just-in-time support to them. New teachers also participated in TPEP training during the first few months of the school year. ● **Professional Development for Teachers:** Through the office of Teaching and Learning, the 2024-25 professional development plan was developed. This year's theme was on building connections. The certificated staff participated in four days of paid professional development in August. Topics included the following: ○ Social Emotional Learning (certificated & classified) ○ School Improvement Data Analysis & SIP Development (certificated & classified) ○ Professional Learning Communities (PLC) training (certificated) ○ UKERU - Trauma informed care framework ○ Mandatory policy training ○ Technology training (certificated & classified) ● **Professional Development for Building Administrators:** This year, our professional development for building administrators has focused on key areas to enhance leadership and support for staff and students. Training has included guidance on effectively supporting employees with a Plan of Support, understanding and implementing changes in student discipline policies and procedures, and utilizing the assessment system to drive instructional decisions. Additionally, administrators have engaged in data-analysis work to inform the development of		X		

	updated School Improvement Plans. Looking ahead, we are planning to send a team to the WASA/AWSP conference in June to further strengthen leadership capacity and collaboration. ● **Professional Development for Classified:** The classified staff participated in either 1 day or 2 days of paid professional development in August depending on their position type. The topics were similar to the certificated staff training and in many cases classified staff were learning alongside certificated staff.				