

Policy Type: Executive Responsibility 6 (Staff Evaluation)

Board Review/Approval Date: February 14, 2023

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>Develop and administer a high-quality hiring process that includes:</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"> We consistently review job descriptions and update them to reflect the skills and qualifications necessary to pursue our District’s mission and goals. 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. Interview protocol is 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		
<p>Develop and administer an ongoing effective evaluation system designed to:</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 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>	<ul style="list-style-type: none"> 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 District is working with the PSE in revising the classified evaluation tool. Currently the evaluation tool is a four-tier rating system. The classified evaluation tool has 8 criteria. 		X		

	<ul style="list-style-type: none"> ● 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. 				
<p>Develop and implement an ongoing training system:</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"> ● Professional Development for New Teachers: We provided two days of orientation and professional development for our new teachers in August 2022. 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. ● Professional Development for Teachers: Through the office of Teaching and Learning, the 2022-23 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 (secondary), Social Emotional Learning Curriculum (elementary), mandatory policy training and Professional Learning Communities (PLC) training (certificated). ● Professional Development for Building Administrators: 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. ● Professional Development for Classified: Our staff who are in classified positions receive training specific to their positions and mandatory policy training at the beginning of the school year. 		X		