

WREA Evaluation Dates/Deadlines

2017-2018 School Year

Activity	Who is Responsible	Date to be completed
WREA members provided with electronic copy of their rubric prior to the end of the first week of school.	Building Principal	By Friday, September 1st
Any WREA member wishing to request a change of their evaluator must submit in writing the reason for why they do not want a specific evaluator within ten days after the first day of school.	WREA Member	On or before Tuesday, September 12th
Primary Evaluator assigned to all WREA members within twenty days after the first day of school.	Building Principal	On or before Tuesday, September 26th
Within thirty days after the first day of school, the primary evaluator will meet with WREA members they evaluate in order to review the evaluation procedure and rubric.	Evaluator	On or before Wednesday, October 11th
WREA member completes and submits in TeachPoint their self-evaluation.	WREA Member	Prior to meeting to discuss goals
WREA Member submits Goals in Teach Point. Note: these may be team or individual goal(s).	WREA Member	Prior to meeting to discuss goals
Within 30 days after the start of school, evaluator meets with educator to discuss and finalize (complete) goals and the Educator Plan. Educator signature required within 5 days of meeting.	Evaluator and WREA Member	On or before Wednesday, October 11th
Evaluator conducts classroom observations. Minimum number of observations: PTS rated Exemplary: 4 PTS rated Proficient: 6 PTS rated Needs Improvement: 7 PTS rated Unsatisfactory: per Improvement Plan Non-PTS: 7	Evaluator	Ongoing
Evaluator provides Educator with written feedback.	Evaluator	Within 5 days of the observation
For Educators on 1-year plans: Evaluator signs (publishes) the Teacher Rubric (Teacher Evaluation form) in TeachPoint. Any Needs Improvement or Unsatisfactory rating must include a narrative explanation.	Evaluator	By December 1st
For Educators on 1-year plans: WREA Member submits additional evidence for indicators not scored	WREA Member	On or before December 21st
For Educators on 1-year plans: Evaluator completes the	Evaluator	On or prior to

Formative Assessment Report in TeachPoint and meets with the Educator. Educator signature required within 5 days of meeting.		January 15th
For Educators on 1-year plans: Evaluator signs (publishes) the Teacher Rubric (Teacher Evaluation form) in TeachPoint. Any Needs Improvement or Unsatisfactory rating must include a narrative explanation.	Evaluator	By May 1st
For Educators on 1-year plans: WREA Member submits additional evidence for indicators not scored	WREA Member	By Thursday, May 24th
For Educators on 1-year plans: Evaluator completes the Summative Evaluation Report in TeachPoint and meets with the Educator to review it. Educator signature required by 183 rd day (6/14/17).	Evaluator	After Friday, May 25th and before Friday, June 22nd
For Educators on Yr. 1 of a 2-Year Plan: Evaluator signs (publishes) the Teacher Rubric (Teacher Evaluation form) in TeachPoint.	Evaluator	By May 1st
For Educators on Yr. 1 of a 2-Year Plan: WREA Member submits additional evidence for indicators not scored.	WREA Member	By Thursday, May 24th
For Educators on Yr. 1 of a 2-Year Plan: Evaluator completes the Formative Evaluation Report in TeachPoint and meets with the Educator to review it. Educator signature required by 183 rd day (6/22/18).	Evaluator	After Friday, May 25th and before Friday, June 22nd
For Educators on Yr. 2 of 2-Year Plan: Evaluator signs (publishes) the Teacher Rubric (Teacher Evaluation form) in TeachPoint.	Evaluator	By May 1st
For Educators on Yr. 2 of 2-Year Plan: WREA Member submits additional evidence for indicators not scored.	WREA Member	By Thursday, May 24th
For Educators on Yr. 2 of 2-Year Plan: Evaluator completes the Summative Evaluation Report in TeachPoint and meets with the Educator to review it. Educator signature required by 183 rd day (6/22/18).	Evaluator	After Friday, May 25th and before Friday, June 22nd
For Educators on Improvement Plans: Refer to details in the improvement plan.	Evaluator	Variable