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| **Activity** | **Who is Responsible** | **Date to be completed** |
| WREA members provided with electronic copy of their rubric | Building Principal | 1st week of school or by employment start date |
| Educator inform Principal in writing reason for evaluator change | WREA Member | Within first 10 days of school |
| Primary evaluator assigned to all WREA members | Building Principal | Within first 20 days of school |
| WREA member completes the Self-Evaluation | WREA Member | Prior to submitting goals to  Teach Point |
| WREA member submits Goals in Teach Point  (May be team or individual goals) | WREA Member | Prior to the goals meeting |
| WREA members meets with Evaluator to discuss and finalize goals. Signature required. | Evaluator and WREA Member | Within first 30 days of school |
| Evaluator makes a minimum of observations of the WREA member:  (Exemplary = 2; Proficient = 3; NI = 3 or 4) | Evaluator | Prior to publishing the  Formative Rubric |
| Written feedback given to the WREA member | Evaluator | Within 5 days after an observation |
| Evaluator publish the Formative Rubric in Teach Point  (Any NI or Unsatisfactory rating must include a narrative explanation) | Evaluator | December 1 |
| WREA member submit evidence for Formative indicators  (WREA member may provide additional evidence throughout the year) | WREA Member | December 21 |
| Evaluator schedule WREA individual meetings for the Formative review | Evaluator | January 15 |
| Evaluator publish the updated Formative rubric  (Any NI or Unsatisfactory rating must include a narrative explanation) | Evaluator | May 1 |
| WREA member submit evidence for the Summative indicators (WREA member may provide additional evidence throughout the year) | WREA Member | May 17 |
| Evaluator makes a minimum of 3 observations of the WREA member | Evaluator | Prior to publishing  Summative Rubric |
| Written feedback given to the WREA member | Evaluator | Within 5 days after an observation |
| Evaluator schedule WREA individual meetings for the Summative review | Evaluator | By 183rd day of school |
| Evaluator publish and sign the Summative Rubric in Teach Point  (Any NI or Unsatisfactory rating must include a narrative explanation) | Evaluator | By 183rd day of school |
| Both Educator and Evaluator sign the Summative Rubric in TeachPoint | Evaluator and WREA Member | By 183rd day of school |