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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 |