



PGS UPDATES

Issue
#3

Department of Professional Growth Systems
Week of August 29th, 2022

New Evaluation Guidance for the 22-23 School Year:

Critical Needs Workflow

Certified employees returning to the WCSD as a Critical Needs hire have a new evaluation workflow this school year.

- A formal observation by the 120th day is required.
- The annual evaluation is not required.
- Critical Needs Teachers are not required to complete an SLO.

Recently Reassigned TOSA Workflow

TOSAs recently reassigned unfilled positions have a new evaluation workflow this school year.

- A formal observation by the 120th day is required using the teacher rubric.
- The annual evaluation is required.
- Reassigned TOSAs are not required to complete an SLO.

PROFESSIONAL LEARNING OPPORTUNITIES AND INFORMATION

Intro to Evaluation and Supervision of Teaching

Novice APs are encouraged to attend but all APs and principals are welcome! This training counts as required training for ESSER-funded APs. Course registration can be found in My PGS. [PowerSchool \(truenorthlogic.com\)](https://truenorthlogic.com)

WASL 22-23 Cohort Information

Applications are due 9/9/22. Notification of acceptance to cohort on 9/30/22. More information available [here](#).

LEA Training for New Admin 1.0

This is required for any new deans or APs. This class provides LEA representatives with specific assistance in fulfilling their role and responsibility as the lead at IEP meetings; to ensure that all IEP team members, including parents, are provided the opportunity for meaningful participation and input; to prevent, intervene and resolve potential conflicts; and to ensure that an organized, efficient and legally compliant meeting occurs. More information available [here](#).

Leadership Pathway Project “LPP” Updates

All current WCSD administrators are invited to participate in the development of the LPP. Administrators will be compensated for their time. For an application, click [here](#). Applications are due Tuesday, Sept. 6th.

Dean Support with Evaluation Guidance

Including deans in the employee professional growth process is a necessary step in WCSD’s leadership capacity building (LPP). For example, a dean can shadow an administrator throughout the certified evaluation process by attending the pre-conference, formal observation, post conference, informal observations, and any other evaluation-related activities. In addition, supervising a small number of ESP employees builds a dean’s understanding of a wider range of positions and their contribution to the school. This provides an opportunity for dean’s to build skills in providing performance feedback and understanding the ESP professional growth cycle.

Education Support Professional (ESP)

Deans may be assigned MyPGS “Observer” rights to assist the completion of ESP Evaluations under certain circumstances:

- ESP staff must formally consent to the Dean being assigned to their evaluation.
- Prior to any supervisory interactions related to employee performance, an administrator **must** upload the consent form with all appropriate signatures as an artifact to the employee’s evaluation. (Form coming soon the resources tab in MyPGS.)
- Deans may only be assigned “Observer” rights in MyPGS, meaning that they may complete all activities of the evaluation other than the evaluator signoff.
- An administrator must review all entries within the ESP evaluation prior to signing off.
- Deans may work on ESP evaluations for post probationary employees who received effective or highly effective evaluations the previous evaluation cycle. If any performance issues arise throughout the evaluation cycle, an administrator **must** resume full oversight of the evaluation.

Certified

Deans may be assigned MyPGS “Read Only” rights to build the Dean’s capacity in understanding the certified evaluation process from an administrative lens under certain circumstances:

- Certified staff must formally consent to the Dean participating in their evaluation process.
 - Prior to the Dean participating in any interactions related to employee performance, an administrator **must** upload the consent form with all appropriate signatures as an artifact to the employee’s evaluation. (Form coming soon the resources tab in MyPGS.)
 - Deans may only be assigned “Read Only” rights in MyPGS, meaning they may not enter or edit any information within the evaluation.
 - An Administrator must complete the entire evaluation including the evaluator signoff within MyPGS.
 - Deans may participate in up to 5 certified evaluations for post probationary employees who received effective or highly effective evaluations the previous evaluation cycle. If any performance issues arise throughout the evaluation cycle, an administrator **must** revoke Dean participation in the evaluation.
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