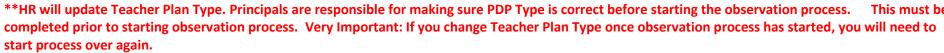
Scotland County Schools Observation and Evaluation Process and Timeline

- August 28th Evaluation orientation with all teacher completed and signed off in NCEES
- October 4th All teachers and support staff must have Self-Evaluation and Initial PDP completed
- January 22nd Potential non-renewal considerations (one year contracts/BT's) must be reported
- May 1st Final recommendations for non-renewal (one year contracts/BT's) are due



Type of Plan	Participants (who)	 November 2nd - 1st Observation (Announced) and Initial PDP signed January 29th - 2nd Observation (Unannounced) and Mid-year PDP signed by February 8th - Peer Observation By April 8th - 3rd Observation (Unannounced May 10th - Summative are due) and End-Of-Year PDP signed 	
Comprehensive Evaluation Cycle Teacher Self-Assessment Professional Development Plan Formal Observation (with pre and post-conference) Formal Observation (with post-conference) Formal Observation (with post-conference) Peer Observation (with post-conference) Summative Evaluation Conference Summary Rating Form	 Beginning Teachers Lateral Entry Experienced teachers with less than one year in Scotland County Schools Teachers on Growth Plan 		
 Standard Evaluation Cycle Teacher Self-Assessment Professional Development Plan Formal Observation (with pre and post-conference) Observation (Formal or Informal) Observation (Formal or Informal) Summative Evaluation Conference Summary Rating Form 	 Teachers with career status in license renewal year Experienced teachers with more than 1 year of service in Scotland County Schools Support Staff 	 November 2nd - 1st Observation (Announced) and Initial PDP signed February 1st - 2nd Observation (Unannounced) and Mid-Year PDP signed April 8th - 3rd Observation (Unannounced) May 10th - Summative completed) and End-Of-Year PDP signed 	
Abbreviated Evaluation Cycle	Career Status (not in renewal year)	 October 11th – Complete and sign Initial PDP November 20th – 1st Observation and Mid-Year PDP signed April 12th – 2nd Observation (Unannounced) May 24th – Summative completed) and End-Of-Year PDP signed 	
Late Hire Teacher Self-Assessment Professional Development Plan Formal Observation (with pre and post-conference) Formal Observation (with post-conference) Peer Observation (If Applicable) Summative Evaluation Conference Summary Rating Form	 Anyone hired on/after December 1st – February 28th Anyone hired on/after March 1st – do not do anything 		
	Classified Personnel (custodial, instructional assistant, office personnel) Assistant Principal	 December 19th – Mid-Year Evaluation June 29th – Final Evaluation January 25th – Mid Year Conference completed June 14th – Final Evaluation 	



Observation Responsibilities

Employees	Observed By	Forms to use	Dates
Comprehensive Evaluation Cycle	Principal and Assistant Principal	• NCEES	SCS Timeline
Standard Evaluation Cycle Teachers with career status in license renewal year Experienced teachers with more than 1 year of service in Scotland County Schools Social Workers School Counselors School Psychologist Media Coordinator DIF/IF	Principal and Assistant Principal	• NCEES	SCS Timeline
Abbreviated Evaluation Cycle • Career Status (not in renewal year)	 Principal and Assistant Principal 	• NCEES	SCS Timeline
School Certified/Classified Staff Interventionist Custodians Security Secretaries/Bookkeeper PowerSchool Data Manager Teacher Assistants (Behavior Support, EC and Reg Ed)	Principal and Assistant Principal	 Use forms on SCS website found in HR., click on Observation Forms 	 December 19th – Mid-Year Evaluation June 29th – Final Evaluation
Central Office Staff	Superintendent/Assistant Superintendents/Directors	Use forms on SCS website found in HR., click on Observation Forms	 December 19th – Mid-Year Evaluation June 29th – Final Evaluation
Student Support Staff	 Lead School Nurse (for School Nurse Observations ONLY) Director of Student Support Services 	 Use forms on SCS website found in HR., click on Observation Forms 	 December 19th – Mid-Year Evaluation June 29th – Final Evaluation
Assistant Principals	Principal	• NCEES	 January 26th – Mid Year Conference completed May 30th – Final Evaluation