

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

****HR will update Teacher Plan Type. Principals are responsible for making sure PDP Type is correct before starting the observation process. This must be completed prior to starting observation process. Very Important: If you change Teacher Plan Type once observation process has started, you will need to start process over again.**

Type of Plan	Participants (who)	Timeline
Comprehensive Evaluation Cycle <ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Beginning Teachers • Lateral Entry • Experienced teachers with less than one year in Scotland County Schools • Teachers on Growth Plan 	<ul style="list-style-type: none"> • 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
Standard Evaluation Cycle <ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Teachers with career status in license renewal year • Experienced teachers with more than 1 year of service in Scotland County Schools • Support Staff 	<ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • Teacher Self-Assessment • Professional Development Plan • Observation on Standards 1 and 4 (Formal or Informal) • Observation on Standards 1 and 4 (Formal or Informal) • Summative Evaluation Conference on Standards 1,4 and 6 • Summary Rating Form on Standards 1, 4 and 6 	<ul style="list-style-type: none"> • Career Status (not in renewal year) 	<ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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)	<ul style="list-style-type: none"> • December 19th – Mid-Year Evaluation • June 29th – Final Evaluation
	Assistant Principal	<ul style="list-style-type: none"> • January 25th – Mid Year Conference completed • June 14th – Final Evaluation

Observation Responsibilities

Employees	Observed By	Forms to use	Dates
Comprehensive Evaluation Cycle <ul style="list-style-type: none"> • Beginning Teachers • Lateral Entry • Experienced teachers with less than one year in Scotland County Schools • Teachers on Growth Plan 	<ul style="list-style-type: none"> • Principal and Assistant Principal 	<ul style="list-style-type: none"> • NCEES 	<ul style="list-style-type: none"> • SCS Timeline
Standard Evaluation Cycle <ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Principal and Assistant Principal 	<ul style="list-style-type: none"> • NCEES 	<ul style="list-style-type: none"> • SCS Timeline
Abbreviated Evaluation Cycle <ul style="list-style-type: none"> • Career Status (not in renewal year) 	<ul style="list-style-type: none"> • Principal and Assistant Principal 	<ul style="list-style-type: none"> • NCEES 	<ul style="list-style-type: none"> • SCS Timeline
School Certified/Classified Staff <ul style="list-style-type: none"> • Interventionist • Custodians • Security • Secretaries/Bookkeeper • PowerSchool Data Manager • Teacher Assistants (Behavior Support, EC and Reg Ed) 	<ul style="list-style-type: none"> • Principal and Assistant Principal 	<ul style="list-style-type: none"> • Use forms on SCS website found in HR., click on Observation Forms 	<ul style="list-style-type: none"> • December 19th – Mid-Year Evaluation • June 29th – Final Evaluation
Central Office Staff <ul style="list-style-type: none"> • Administrative Assistants • Director/Assistant Director • Coordinator • Technology • Child Nutrition • Career Development Coordinator • EC (Program Specialist, Speech, OT) • Maintenance/Transportation • HR • Finance • Auxiliary Services • C & I 	<ul style="list-style-type: none"> • Superintendent/Assistant Superintendents/Directors 	<ul style="list-style-type: none"> • Use forms on SCS website found in HR., click on Observation Forms 	<ul style="list-style-type: none"> • December 19th – Mid-Year Evaluation • June 29th – Final Evaluation
Student Support Staff <ul style="list-style-type: none"> • School Nurse • Attendance Liaison • Mental Health Worker 	<ul style="list-style-type: none"> • Lead School Nurse (for School Nurse Observations ONLY) • Director of Student Support Services 	<ul style="list-style-type: none"> • Use forms on SCS website found in HR., click on Observation Forms 	<ul style="list-style-type: none"> • December 19th – Mid-Year Evaluation • June 29th – Final Evaluation
Assistant Principals	<ul style="list-style-type: none"> • Principal 	<ul style="list-style-type: none"> • NCEES 	<ul style="list-style-type: none"> • January 26th – Mid Year Conference completed • May 30th – Final Evaluation