

## Scotland County Schools Observation and Evaluation Process and Timeline



- **August 27<sup>th</sup>** – Evaluation orientation with all teachers completed and signed off in NCEES
- **October 4<sup>th</sup>** - All teachers and support staff must have Self-Evaluation completed
- **January 24<sup>th</sup>** – Potential non-renewal considerations (one year contracts/BT's) must be reported

**\*\*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
<b>Comprehensive Evaluation Cycle</b> <ul style="list-style-type: none"> <li>• Teacher Self-Assessment</li> <li>• Professional Development Plan</li> <li>• Formal Observation (with pre and post-conference)</li> <li>• Formal Observation (with post-conference)</li> <li>• Formal Observation (with post-conference)</li> <li>• Peer Observation (with post-conference)</li> <li>• Summative Evaluation Conference</li> <li>• Summary Rating Form</li> </ul>	<ul style="list-style-type: none"> <li>• Beginning Teachers</li> <li>• Lateral Entry</li> <li>• Experienced teachers with less than one year in Scotland County Schools</li> <li>• Teachers on Growth Plan</li> </ul>	<ul style="list-style-type: none"> <li>• November 1<sup>st</sup> – 1<sup>st</sup> Observation (Announced) and Initial PDP signed</li> <li>• January 28<sup>th</sup> – 2<sup>nd</sup> Observation (Unannounced) and Mid-year PDP signed by</li> <li>• February 7<sup>th</sup> – Peer Observation</li> <li>• By April 6<sup>th</sup> – 3<sup>rd</sup> Observation (Unannounced</li> <li>• May 8<sup>th</sup> – Summative are due ) and End-Of-Year PDP signed</li> </ul>
<b>Standard Evaluation Cycle</b> <ul style="list-style-type: none"> <li>• Teacher Self-Assessment</li> <li>• Professional Development Plan</li> <li>• Formal Observation (with pre and post-conference)</li> <li>• Observation (Formal or Informal)</li> <li>• Observation (Formal or Informal)</li> <li>• Summative Evaluation Conference</li> <li>• Summary Rating Form</li> </ul>	<ul style="list-style-type: none"> <li>• Teachers with career status in license renewal year</li> <li>• Experienced teachers with more than 1 year of service in Scotland County Schools</li> <li>• Support Staff</li> </ul>	<ul style="list-style-type: none"> <li>• November 1<sup>st</sup> – 1<sup>st</sup> Observation (Announced) and Initial PDP signed</li> <li>• January 31<sup>st</sup> – 2<sup>nd</sup> Observation (Unannounced) and Mid-Year PDP signed</li> <li>• April 6<sup>th</sup> – 3<sup>rd</sup> Observation (Unannounced)</li> <li>• May 8<sup>th</sup> – Summative completed ) and End-Of-Year PDP signed</li> </ul>
<b>Abbreviated Evaluation Cycle</b> <ul style="list-style-type: none"> <li>• Teacher Self-Assessment</li> <li>• Professional Development Plan</li> <li>• Observation on Standards 1 and 4 (Formal or Informal)</li> <li>• Observation on Standards 1 and 4 (Formal or Informal)</li> <li>• Summative Evaluation Conference on Standards 1,4 and 6</li> <li>• Summary Rating Form on Standards 1, 4 and 6</li> </ul>	<ul style="list-style-type: none"> <li>• Career Status (not in renewal year)</li> </ul>	<ul style="list-style-type: none"> <li>• October 10<sup>th</sup> – Complete and sign Initial PDP</li> <li>• November 19<sup>th</sup> – 1<sup>st</sup> Observation and Mid-Year PDP signed</li> <li>• April 9<sup>th</sup> – 2<sup>nd</sup> Observation (Unannounced)</li> <li>• May 22<sup>nd</sup> – Summative completed ) and End-Of-Year PDP signed</li> </ul>
<b>Late Hire</b> <ul style="list-style-type: none"> <li>• Teacher Self-Assessment</li> <li>• Professional Development Plan</li> <li>• Formal Observation (with pre and post-conference)</li> <li>• Formal Observation (with post-conference)</li> <li>• Peer Observation (If Applicable)</li> <li>• Summative Evaluation Conference</li> <li>• Summary Rating Form</li> </ul>	<ul style="list-style-type: none"> <li>• Anyone hired on/after December 1<sup>st</sup> – February 28<sup>th</sup></li> <li>• Anyone hired on/after March 1<sup>st</sup> - NCEES observations are not required, but walkthrough instrument documentation is required</li> </ul>	
	Classified Personnel (custodial, instructional assistant, office personnel)	<ul style="list-style-type: none"> <li>• December 20<sup>th</sup> – Mid-Year Evaluation</li> <li>• June 9<sup>th</sup> – Final Eval for 10 month Classified</li> <li>• June 16<sup>th</sup> – Final Eval for 10.5 month Classified</li> <li>• June 30<sup>th</sup> – Final Eval for 11 &amp; 12 month Classified</li> </ul>
	Assistant Principal	<ul style="list-style-type: none"> <li>• January 24<sup>th</sup> – Mid Year Conference completed</li> <li>• June 12<sup>th</sup> – Final Evaluation</li> </ul>

## Observation Responsibilities

Employees	Observed By	Forms to use	Dates
<b>Comprehensive Evaluation Cycle</b> <ul style="list-style-type: none"> <li>• Beginning Teachers</li> <li>• Lateral Entry</li> <li>• Experienced teachers with less than one year in Scotland County Schools</li> <li>• Teachers on Growth Plan</li> </ul>	<ul style="list-style-type: none"> <li>• Principal and Assistant Principal</li> </ul>	<ul style="list-style-type: none"> <li>• NCEES</li> </ul>	<ul style="list-style-type: none"> <li>• SCS Timeline</li> </ul>
<b>Standard Evaluation Cycle</b> <ul style="list-style-type: none"> <li>• Teachers with career status in license renewal year</li> <li>• Experienced teachers with more than 1 year of service in Scotland County Schools</li> <li>• Social Workers</li> <li>• School Counselors</li> <li>• School Psychologist</li> <li>• Media Coordinator</li> <li>• DIF/IF</li> </ul>	<ul style="list-style-type: none"> <li>• Principal and Assistant Principal</li> </ul>	<ul style="list-style-type: none"> <li>• NCEES</li> </ul>	<ul style="list-style-type: none"> <li>• SCS Timeline</li> </ul>
<b>Abbreviated Evaluation Cycle</b> <ul style="list-style-type: none"> <li>• Career Status (not in renewal year)</li> </ul>	<ul style="list-style-type: none"> <li>• Principal and Assistant Principal</li> </ul>	<ul style="list-style-type: none"> <li>• NCEES</li> </ul>	<ul style="list-style-type: none"> <li>• SCS Timeline</li> </ul>
<b>School Certified/Classified Staff</b> <ul style="list-style-type: none"> <li>• Interventionist</li> <li>• Custodians</li> <li>• Security</li> <li>• Secretaries/Bookkeeper</li> <li>• PowerSchool Data Manager</li> <li>• Teacher Assistants (Behavior Support, EC and Reg Ed)</li> </ul>	<ul style="list-style-type: none"> <li>• Principal and Assistant Principal</li> </ul>	<ul style="list-style-type: none"> <li>• Use forms on SCS website found in HR., click on Observation Forms</li> </ul>	<ul style="list-style-type: none"> <li>• December 19<sup>th</sup> – Mid-Year Evaluation</li> <li>• June 29<sup>th</sup> – Final Evaluation</li> </ul>
<b>Central Office Staff</b> <ul style="list-style-type: none"> <li>• Administrative Assistants</li> <li>• Director/Assistant Director</li> <li>• Coordinator</li> <li>• Technology</li> <li>• Child Nutrition</li> <li>• Career Development Coordinator</li> <li>• EC (Program Specialist, Speech, OT)</li> <li>• Maintenance/Transportation</li> <li>• HR</li> <li>• Finance</li> <li>• Auxiliary Services</li> <li>• C &amp; I</li> </ul>	<ul style="list-style-type: none"> <li>• Superintendent/Assistant Superintendents/Directors</li> </ul>	<ul style="list-style-type: none"> <li>• Use forms on SCS website found in HR., click on Observation Forms</li> </ul>	<ul style="list-style-type: none"> <li>• December 19<sup>th</sup> – Mid-Year Evaluation</li> <li>• June 29<sup>th</sup> – Final Evaluation</li> </ul>
<b>Student Support Staff</b> <ul style="list-style-type: none"> <li>• School Nurse</li> <li>• Attendance Liaison</li> <li>• Mental Health Worker</li> </ul>	<ul style="list-style-type: none"> <li>• Lead School Nurse (for School Nurse Observations ONLY)</li> <li>• Director of Student Support Services</li> </ul>	<ul style="list-style-type: none"> <li>• Use forms on SCS website found in HR., click on Observation Forms</li> </ul>	<ul style="list-style-type: none"> <li>• December 19<sup>th</sup> – Mid-Year Evaluation</li> <li>• June 29<sup>th</sup> – Final Evaluation</li> </ul>
<b>Assistant Principals</b>	<ul style="list-style-type: none"> <li>• Principal</li> </ul>	<ul style="list-style-type: none"> <li>• NCEES</li> </ul>	<ul style="list-style-type: none"> <li>• January 26<sup>th</sup> – Mid Year Conference completed</li> <li>• May 30<sup>th</sup> – Final Evaluation</li> </ul>