

Scotland County Schools Observation and Evaluation Process and Timeline



- **August 29th** – Evaluation orientation with all teacher completed and signed off in NCEES
- **October 5th** – 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
- **April 13th** – 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"> • October 27th – 1st Observation (Announced) and Initial PDP signed • January 22nd – 2nd Observation (Unannounced) and Mid-year PDP signed by • February 9th – Peer Observation • By April 9th – 3rd Observation (Unannounced • May 11th – 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 3rd – 1st Observation (Announced) and Initial PDP signed • January 26th – 2nd Observation (Unannounced) and Mid-Year PDP signed • April 9th – 3rd Observation (Unannounced) • May 11th – 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 5th – Complete and sign Initial PDP • November 21st – 1st Observation and Mid-Year PDP signed • April 13th – 2nd Observation (Unannounced) • May 25th – 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) • 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 	<ul style="list-style-type: none"> •
	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 26th – Mid Year Conference completed • May 30th – 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 	<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"> DIF/IF 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 	