

Scotland County Schools Observation and Evaluation Process and Timeline



- **August 27th** – Evaluation orientation with all teachers completed and signed off in NCEES
- **October 4th** - All teachers and support staff must have Self-Evaluation completed
- **January 24th** – 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
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 1st – 1st Observation (Announced) and Initial PDP signed • January 28th – 2nd Observation (Unannounced) and Mid-year PDP signed by • February 7th – Peer Observation • By April 6th – 3rd Observation (Unannounced • May 8th – 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 1st – 1st Observation (Announced) and Initial PDP signed • January 31st – 2nd Observation (Unannounced) and Mid-Year PDP signed • April 6th – 3rd Observation (Unannounced) • May 8th – 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 10th – Complete and sign Initial PDP • November 19th – 1st Observation and Mid-Year PDP signed • April 9th – 2nd Observation (Unannounced) • May 22nd – 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 - NCEES observations are not required, but walkthrough instrument documentation is required 	
	Classified Personnel (custodial, instructional assistant, office personnel)	<ul style="list-style-type: none"> • December 20th – Mid-Year Evaluation • June 9th – Final Eval for 10 month Classified • June 16th – Final Eval for 10.5 month Classified • June 30th – Final Eval for 11 & 12 month Classified
	Assistant Principal	<ul style="list-style-type: none"> • January 24th – Mid Year Conference completed • June 12th – 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