

## NCEES Tips and Reminders for the 2021-2022 School Year

In this document, you will find the following:

- Orientation Requirements for Teachers and Support Staff
- NCEES Online Evaluation Tool information
  - Steps to access the NCEES portal
  - Steps to assign evaluation plan types
  - Steps for starting evaluation plans
- Evaluation Procedures

### Orientation Requirement for Teachers and Support Staff

Within ten days of the employee's first day of work in any school year, the principal/supervisor should provide an orientation for the employee with a copy of or directions for obtaining access to a copy of the following:

1. The appropriate Rubric for Evaluating North Carolina Teachers and Support Staff

Teacher: <https://drive.google.com/file/d/1lfhSGC8Mjna9deoLykBkp8qr6gbj3gph/view>

Support Staff: <https://sites.google.com/dpi.nc.gov/ncees-information-and-resource/support-staff>

2. A schedule for completing all components of the evaluation process. Copies may be provided by electronic means. (See "2021-2022 Timelines for Evaluation Procedures for Teachers and Support Staff".)

<https://www.ucps.k12.nc.us/cms/lib/NC01910453/Centricity/Domain/2794/2021-2022%20Timelines%20for%20Evaluation%20Procedures%207-13-2021.pdf>

3. The SBE Policy on the applicable Performance Appraisal Process.

<https://sites.google.com/dpi.nc.gov/ncees-information-and-resource/ncees-policies>  
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**Audit Alert 1:** 2021-2022 evaluation activities and timelines for beginning teachers will be audited by NCDPI. Be sure to meet all timelines so that the date and time stamps in the NCEES will verify compliance. Click on the Leadership Memo below for more details.

[https://leadershipmemoarchive.ucps.k12.nc.us/memos/1440\\_2021-2022\\_Beginning\\_Teacher\\_Support\\_Program\\_Five-Year\\_Audit.pdf](https://leadershipmemoarchive.ucps.k12.nc.us/memos/1440_2021-2022_Beginning_Teacher_Support_Program_Five-Year_Audit.pdf)

**Audit Alert 2:** To comply with NCSBE Policy TCED-016, all first year beginning teachers need to participate in a formal "BT induction" orientation within two weeks of their first day of work in any school year. Share the following document for review with all first year beginning teachers during your school's orientation to fulfil the policy requirement. [UCPS Beginning Teacher Orientation Toolkit](#)

As you begin your evaluation activities for the 2021-2022 school year, please consider the information below regarding the NCEES Online Evaluation Tool.

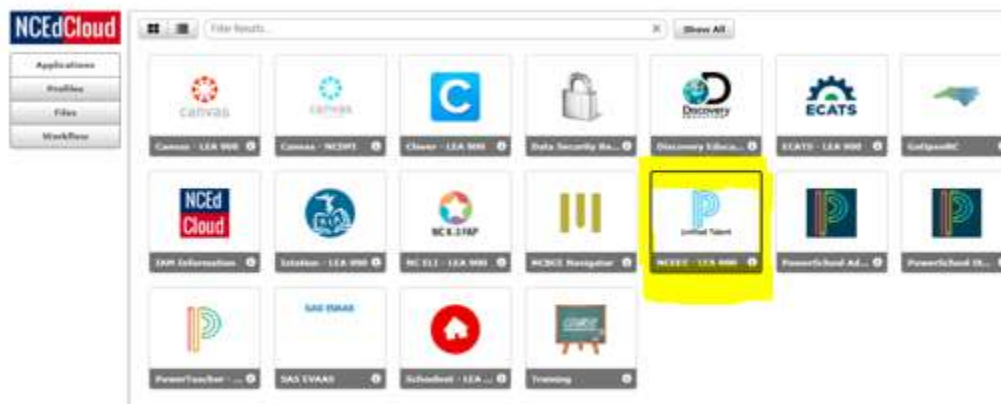
## Accessing the NCEES Portal

1. At the NCEdCloud Login Screen displayed below, enter your ten-digit UID number for the User ID and click “Go”. On the next page enter your password and click “Go”.

<https://idp.ncedcloud.org/idp/AuthnEngine#/authn>

[illegible]

2. When you have accessed the NCEdCloud portal, locate and click the NCEES icon that is highlighted below.



## Assigning the Correct Evaluation Plan Type

1. The first step that evaluators must take to assure that the evaluation process is carried out with fidelity in the NCEES Online Evaluation Tool is to assign the correct Plan Type and PDP Type from the “My Staff” tab. The system no longer defaults to a plan; therefore, the user will see “Not Selected” in the “Plan Type” window.

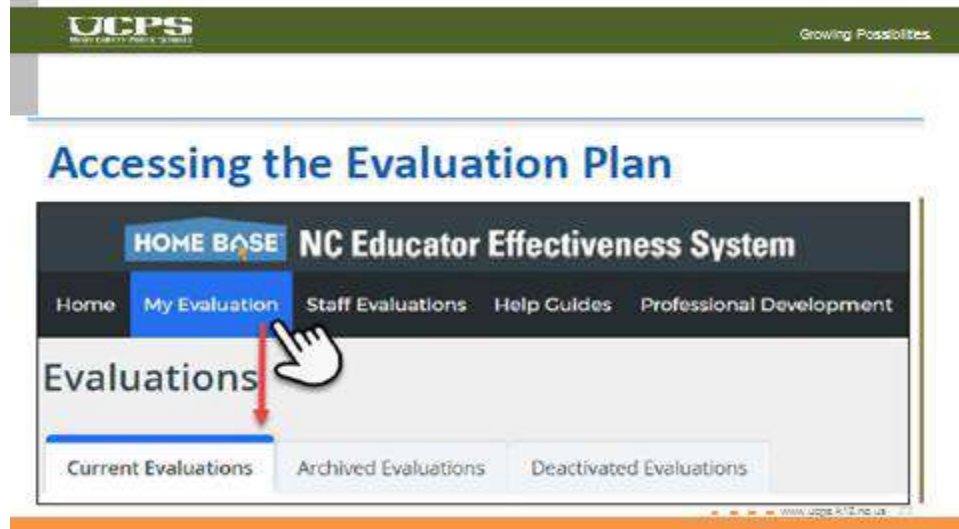
Teacher Plan Type	PDP Type
-Not Selected-	-Not Selected-
-Not Selected-	-Not Selected-

2. Once the principal or designee selects the appropriate evaluation Plan Type and PDP Type for each employee, the plans will populate overnight.

## Starting the Evaluation Plan

After the correct plans populate overnight, the employees can then go to the “My Evaluation” tab to start their plans. The plans will not display on the “Staff Evaluations” page until either the employee or the administrator starts the plans. An administrator with “Site Administrator” rights may start the plans from the “All Staff” tab.

**Note:** Employees must start their plans, complete orientation activities, self-assessment, and PDP Details before evaluators/observers can complete their next steps.



## Evaluation Procedures

The categories of licensed personnel listed below have observation rubrics, a summary evaluation form, and a Professional Development Plan in the NCEES. Therefore, employees in these categories should be evaluated in the NCEES Online Evaluation Tool according to established timelines and procedures. (See “2021-2022 Timelines for Evaluation Procedures for Teachers and Support Staff”.)

<https://www.ucps.k12.nc.us/cms/lib/NC01910453/Centricity/Domain/2794/2021-2022%20Timelines%20for%20Evaluation%20Procedures%207-13-2021.pdf>

### Administrators

- a. Principal
- b. Assistant Principal

### Instructional and Instructional Support Staff

- a. Career Development Coordinator
  - 1. Comprehensive
  - 2. Standard
- b. Instructional Technology Facilitator
  - 1. Comprehensive
  - 2. Standard
- c. School Library Media Coordinator

- 1. Comprehensive
- 2. Standard
- d. School Counselor
  - 1. Comprehensive
  - 2. Standard
- e. School Psychologist
  - 1. Comprehensive
  - 2. Standard
- f. School Social Worker
  - 1. Comprehensive
  - 2. Standard
- g. Teacher
  - 1. Comprehensive
  - 2. Standard
  - 3. Abbreviated
- h. Teacher Leadership Specialist
  - 1. Comprehensive
  - 2. Standard

1. All teachers and support staff assigned to the Comprehensive Evaluation Plan must have a peer observation. For beginning teachers, the peer observer should not be the beginning teacher's mentor.
2. All beginning teachers must have a peer observation assigned to his or her Comprehensive Plan as well as a mentor assigned to his or her PDP.

**REMINDER:** Evaluation instruments for Speech-Language Pathologists and other categories of support staff that are not in the NCEES Online Tool may be accessed from the NCEES Website at <https://sites.google.com/dpi.nc.gov/ncees-information-and-resource/support-staff> .

3. NCEES users may access valuable information from the "Help Guides" tab of the NCEES Online Evaluation Tool. The guides are annually updated by NCDPI.

Thank you for all that you do. Take care and have a great day!