

2018-2019 Montgomery County Schools Certified Evaluation Planning Calendar

****Terminology to know: **Comprehensive Plan**-a certified employee with three or less years of service
Standard Plan-a certified employee with more than three years of service or career status renewing their teaching license
Abbreviated Plan-a certified employee with more than three years of service or career status **not** renewing their teaching license

******Principal and Assistant Principal Summatives should be completed by June 30, 2019.**

******All Principal and Assistant Principal PDPs need to be in TNL.**

**** All Student support staff (guidance, media, etc), will receive a PDP and 3 full observations from administrators as there is no abbreviated form for them.

****All observations require a post-conference within 10 school days of the observation.

****All full (formal) observations should last at least 45 minutes.

****An abbreviated observation should be at least 20 minutes and do not require a pre-conference.

**** The first formal observation should be conducted by an administrator, be announced and a pre-conference is required for both Comprehensive and Standard.

****Pre-Conferences are not required beyond the first formal observations and these observations may be unannounced.

****This evaluation calendar is strictly for guidance and creates no additional rights for the employee.

****Staff are expected to provide any data or information relative to their performance to the administration in a timely manner throughout the school year at post-observation and summative conferences.

**** **COMPREHENSIVE PLAN**-Certified employees with three or less years of service (once known as probationary); these individuals need a PDP, 4 full observations (3 from an administrator and 1 from a peer) and a full summative evaluation. Their first observation must include a pre-conference!

******STANDARD PLAN**-Certified employees with more than three years of service and/or those who have career status renewing their license during the 2018-19 school year. These individuals need a PDP, 1 full observation and 2 abbreviated observations; all conducted by administrators (no peer) and a full summative evaluation. Their first observation must include a pre-conference!

******ABBREVIATED PLAN**-Certified employees that have more than three years of successful service and/or those who have career status not renewing their license during the 2018-19 school year. These individuals need a PDP, 2 abbreviated observations; all conducted by administrators (no peer) and an abbreviated summative evaluation. No pre-conference required!

COMPREHENSIVE---CERTIFIED STAFF WITHOUT THREE YEARS OF TEACHING EXPERIENCE:

September 4, 2018

- Complete Orientation during first 10 days of school. This orientation consists of informing/training certified staff members concerning the evaluation process, various certified evaluations rubrics, state evaluation policy and personnel planning calendar can be located. (All Orientation materials can be found on the HR Department Webpage-Certified Employee Evaluation Information.)

September 28, 2018

- Due date for completion and approval by principal of the Professional Development Plan (PDP) for each certified staff member on the North Carolina Educator Evaluation System (NCEES). Certified staff on NCEES should complete self-assessment prior to setting goals for PDP. Self-assessment is not shared. Mentors should be included in PDP discussions for Beginning Teachers and need to sign as well.

October 5, 2018

- Due date for the first observation (announced) of any certified staff who does not have three years of service.

December 21, 2018

- Due date for the second observation of any certified staff who does not have three years of service.
- Due date for mid-year review of PDPs for any certified staff who does not have three years of service.

February 15, 2019

- Due date for the third observation of any certified staff who does not have three years of service. **It is recommended to use Peer Observers for teachers at this time.**

May 24, 2019

- Due date for the fourth observation of any of any certified staff who does not have three years of service

June 14, 2019

- Due date for the Full Summary Rating Evaluation for any certified staff who does not have three years of service.
- Due date for final completed PDP review for any certified staff who does not have three years of service.

STANDARD---CERTIFIED STAFF WITH MORE THAN THREE YEARS OF SERVICE AND/OR CAREER STATUS IN LICENSURE RENEWAL YEAR:

September 4, 2018

- Complete Orientation during first 10 days of school. This orientation consists of informing/training certified staff members concerning the evaluation process, various certified evaluations rubrics, state evaluation policy and personnel planning calendar can be located. (All Orientation materials can be found on the HR Department Webpage-Certified Employee Evaluation Information.)

September 28, 2018

- Due date for completion and approval by principal of the Professional Development Plan (PDP) for each certified staff member on the North Carolina Educator Evaluation System (NCEES). Certified staff on NCEES should complete self-assessment prior to setting goals for PDP. Self-assessment is not shared.

December 21, 2018

- Due date for completion of the first formal observation (announced) of any certified staff in their year of license renewal.
- Due date for mid-year review of PDPs for any certified staff in their year of license renewal.

February 15, 2019

- Due date for completion of the second observation of any certified staff with in their year of license renewal by an administrator. This observation can be an abbreviated for teachers (Standards 1 & 4 only).

May 24, 2019

- Due date for completion of the third observation of any certified staff in their year of license renewal by an administrator. This observation can be an abbreviated observation for teachers (Standards 1 & 4 only).

June 14, 2019

- Due date for the Full Summary Rating Evaluation for any certified staff in their year of license renewal.
- Due date for final completed PDP review for any certified staff with career status in their year of license renewal.

ABBREVIATED---CERTIFIED STAFF WITH MORE THAN THREE YEARS OF SERVICE AND/OR THOSE WITH CAREER STATUS NOT IN LICENSURE

RENEWAL YEAR:

September 4, 2018

- Complete Orientation during first 10 days of school. This orientation consists of informing/training certified staff members concerning the evaluation process, various certified evaluations rubrics, state evaluation policy and personnel planning calendar can be located. (All Orientation materials can be found on the HR Department Webpage-Certified Employee Evaluation Information.)

September 28, 2018

- Due date for completion and approval by principal of the Professional Development Plan (PDP) for each certified staff member on the North Carolina Educator Evaluation System (NCEES). Certified staff on NCEES should complete self-assessment prior to setting goals for PDP. Self-assessment is not shared.

December 21, 2018

- Due date for completion of the first abbreviated (informal) observation by an administrator-Standards 1 & 4 must be observed for teachers.
- Due date for mid-year review of PDPs.

February 15, 2019

- Due date for completion of the second abbreviated (informal) observation by an administrator-Standards 1 & 4 must be observed for teachers.

June 14, 2019

- Due date for the Abbreviated Summary Rating Evaluation-Standards 1 & 4 must be evaluated for teachers.
- Due date for final completed PDP review.