

Horry County Schools SLP Evaluation Timeline

Preliminary Evaluation Cycle	
August 4, 2023	Evaluation teams should be assigned in SCLead
August 4, 2023	Schedule orientation to be held between August 10 th – August 17 th
August 18, 2023	Orientation should be signed in SCLead by the SLP Evaluators do not have to sign orientations in SCLead
August 28, 2023	Preliminary evaluation cycle begins
September 22, 2023	Professional goal preliminary review conference completed and signed by the SLP and evaluator in SCLead
October 20, 2023	First observation should be completed for SLP requiring more than one observation
December 1, 2023	All integral observations completed Pre-conference date, post-conference observation summary, preliminary worksheet form, preliminary professionalism review, preliminary professionalism self-review, and post-conference SLP reflection should be completed in SCLead
December 8, 2023	Preliminary evaluation consensus conference and summary form completed
December 8, 2023	Preliminary evaluation conference completed for scoring by the evaluation chair and entered and signed by evaluator and SLP in SCLead All evidence documentation including signatures in SCLead
December 15, 2023	Preliminary evaluation cycle ends
December 15, 2023	Submit individualized assistance plans (IAP's) to HR.

Final Evaluation Cycle	
January 2, 2024	Final evaluation cycle begins
January 11, 2024	Professional goal mid-year review conference completed and signed by evaluator and SLP in SCLead
February 9, 2024	First observation should be completed for SLPs requiring more than one observation
March 14, 2024	All integral observations completed Post-conference observation summary, final worksheet form, final professionalism review, final professionalism self-review, and post-conference SLP reflection should be completed in SC Lead
March 16, 2024	Final evaluation consensus conference and summary form completed
March 20, 2024	All evidence documentation including signatures in SCLead Final review of the professional goal completed by the evaluation chair and signed by the SLP and evaluator in SCLead for all school librarians Results entered for all SLPs and signatures added in SCLead
March 22, 2024	Final evaluation cycle ends Submit Individualized Assistance Plans (IAP's) to HR. Letter of Notification, Conference Summary, and Individualized Assistance Plan for SLP being recommended for formal evaluation for 2022-2023 school year are due to ADEPT Office. (Include a review/summary of completed IAPs.)

*SLPs should receive 3 days prior notice to the pre-conference date.

*Within 2 calendar days following EACH integral classroom observation, SLP should complete the post conference reflection in SC Lead.

*Within 5 calendar days following EACH integral classroom observation, a post-conference should be completed, and the post-conference observation summary should be documented in SC Lead.