

## Horry County Schools SCTS Teacher Evaluation Timeline

<b>Preliminary Evaluation Cycle</b>	
<b>August 4, 2023</b>	Evaluation teams should be assigned in SCLead
<b>August 4, 2023</b>	Schedule orientation to be held between August 10 <sup>th</sup> – August 17 <sup>th</sup>
<b>August 18, 2023</b>	Orientation should be signed in SCLead by the educator Evaluators do not have to sign orientations in SCLead
<b>August 28, 2023</b>	Preliminary evaluation cycle begins
<b>September 22, 2023</b>	SLO or professional goal preliminary conference completed and signed by the educator and evaluator in SCLead
<b>October 20, 2023</b>	First observation should be completed for educators requiring more than one observation
<b>December 1, 2023</b>	All integral classroom observations completed Pre-conference date, post-conference observation summary, preliminary professionalism review, preliminary professionalism self-review, and post-conference teacher reflection should be completed in SCLead
<b>December 8, 2023</b>	All preliminary evaluation conference completed All evidence documentation including signatures in SCLead Preliminary evaluation cycle ends SLO mid-course conference completed for high schools on a 4x4 schedule
<b>December 15, 2023</b>	Preliminary evaluation cycle ends.
<b>December 15, 2023</b>	Submit individualized assistance plans (IAP's) to HR.

<b>Final Evaluation Cycle</b>	
<b>January 2, 2024</b>	Final evaluation cycle begins
<b>January 11, 2024</b>	SLO and professional goal mid-course conferences completed
<b>February 2, 2024</b>	Final SLO conference for high schools on a 4x4 schedule
<b>February 9, 2024</b>	First observation should be completed for educators requiring more than one observation
<b>March 14, 2024</b>	All integral classroom observations completed Post-conference observation summary, final professionalism review, final professionalism self-review, and post-conference teacher reflection should be completed in SC Lead Final conferences held for educators being formally evaluated Results entered and signatures added in SCLead for formal evaluations
<b>March 20, 2024</b>	All evidence documentation including signatures in SCLead Summative SLO and professional goal conferences held Results entered for all educators and signatures added in SCLead
<b>March 22, 2024</b>	Final evaluation cycle ends Submit Individualized Assistance Plans (IAP's) to HR. Letter of Notification, Conference Summary, and Individualized Assistance Plan for teachers being recommended for formal evaluation for 2022-2023 school year are due to ADEPT Office. (Include a review/summary of completed IAPs.)

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

\*Within 2 calendar days following EACH integral classroom observation, teachers should complete the post conference teacher reflection in SCLead.

\*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 SCLead.