

## Horry County Schools - School Librarian 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 school librarian<br>Evaluators do not have to sign orientations in SCLead  |
| <b>August 28, 2023</b>              | Preliminary evaluation cycle begins  |
| <b>September 22, 2023</b>           | Professional goal preliminary review conference completed and signed by the school librarian and evaluator in SCLead<br>Preliminary approval conference for the school librarian plan completed and signed by the school librarian and evaluator in SCLead   |
| <b>October 20, 2023</b>             | First observation should be completed for school librarians requiring more than one observation  |
| <b>December 1, 2023</b>             | All integral observations completed (must cover a complete session)<br>Pre-conference date, post-conference observation summary, preliminary worksheet form, preliminary professionalism review, preliminary professionalism self-review, and post-conference librarian reflection should be completed in SCLead |
| <b>December 8, 2023</b>             | Preliminary evaluation consensus conference and summary form completed   |
| <b>December 8, 2023</b>             | Preliminary evaluation conference completed for scoring and school librarian plan by the evaluation chair entered and signed by evaluator and school librarian in SCLead<br>All evidence documentation including signatures in SCLead  |
| <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>       | Professional goal mid-year conference completed and signed by evaluator and school librarian in SCLead  |
| <b>February 9, 2024</b>       | First observation should be completed for librarians requiring more than one observation  |
| <b>March 14, 2024</b>         | All integral observations completed (must cover a complete session)<br>Post-conference observation summary, final worksheet form, final professionalism review, final professionalism self-review, and post-conference librarian reflection should be completed in SC Lead  |
| <b>March 16, 2024</b>         | Final evaluation consensus conference and summary form completed  |
| <b>March 20, 2024</b>         | All evidence documentation including signatures in SCLead<br>Final review of the professional goal completed by the evaluation chair and signed by the school librarian and evaluator in SCLead for all school librarians<br>Final evaluation conference for the school librarian plan completed by the evaluation chair and entered and signed by the evaluator and librarian in SCLead<br>Results entered for all librarians and signatures added in SCLead |
| <b>March 22, 2024</b>         | Final evaluation cycle ends<br>Submit Individualized Assistance Plans (IAP's) to HR.<br>Letter of Notification, Conference Summary, and Individualized Assistance Plan for librarians being recommended for formal evaluation for 2022-2023 school year are due to ADEPT Office. (Include a review/summary of completed IAPs.)  |

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

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

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