

Horry County Schools - School Counselor 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 counselor Evaluators do not have to sign orientations in SCLead
August 28, 2023	Preliminary evaluation cycle begins
September 22, 2023	Student Growth Goal preliminary conference completed and signed by the counselor and evaluator in SCLead School counselor plan (including annual calendar) submitted by the counselor to the evaluator Preliminary approval conference for school counselor plan completed by the evaluator and signed by the counselor and evaluator in SCLead
October 20, 2023	First observation should be completed for counselors requiring more than one observation
December 1, 2023	All integral observations of direct services completed Pre-conference date, post-conference observation summary, preliminary worksheet form, preliminary professionalism review, preliminary professionalism self- review, and post-conference counselor 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 and school counselor plan by the evaluation chair entered and signed by evaluator and school counselor 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	Mid-year review of student growth goal completed and signed by evaluator and school counselor
February 9, 2024	First observation should be completed for counselors requiring more than one observation
March 14, 2024	All integral observations of direct services completed Pre-conference date, post-conference observation summary, final worksheet form, final professionalism review, final professionalism self-review, and post-conference counselor 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 student growth goal completed by the evaluation chair and signed by the school counselor and evaluator in SCLead for all school counselors Final evaluation conference for the school counselor plan completed by the evaluation chair and entered and signed by the evaluator and counselor in SCLead Results entered for all counselors 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 counselors being recommended for formal evaluation for 2022-2023 school year are due to ADEPT Office. (Include a review/summary of completed IAPs.)

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

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

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