

# Horry County Schools - School Librarian Evaluation Timeline

Preliminary Evaluation Cycle	
<b>August 6, 2025</b>	Evaluation teams should be assigned in SCLead.
<b>August 6, 2025</b>	Schedule orientation to be held between August 11 <sup>th</sup> – August 15 <sup>th</sup>
<b>August 15, 2025</b>	Orientation should be signed in SCLead by the school librarian. <i>(Evaluators do not have to sign orientations in SCLead.)</i>
<b>August 25, 2025</b>	Preliminary evaluation cycle begins.
<b>September 12, 2025</b>	Professional goal preliminary review conference completed and signed by the school librarian and evaluator in SCLead; Preliminary approval conference for the school librarian plan completed and signed by the school librarian and evaluator in SCLead.
<b>October 21, 2025</b>	First observation should be completed for school librarians requiring more than one observation.
<b>December 1, 2025</b>	All integral observations completed (must cover a complete session); 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, 2025</b>	Preliminary evaluation consensus conference and summary form completed.
<b>December 8, 2025</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; All evidence documentation including signatures in SCLead.
<b>December 15, 2025</b>	Preliminary evaluation cycle ends.
<b>December 15, 2025</b>	Submit individualized assistance plans (IAP's) to HR.

Final Evaluation Cycle	
<b>January 5, 2026</b>	Final evaluation cycle begins.
<b>January 14, 2026</b>	Professional goal mid-year conference completed and signed by evaluator and school librarian in SCLead.
<b>February 9, 2026</b>	First observation should be completed for librarians requiring more than one observation.
<b>March 23, 2026</b>	All integral observations completed (must cover a complete session); 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 27, 2026</b>	Final evaluation consensus conference and summary form completed.
<b>March 31, 2026</b>	All evidence documentation including signatures in SCLead; 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 Final evaluation conference for the school librarian plan completed by the evaluation chair and entered and signed by the evaluator and librarian in SCLead; Results entered for all librarians and signatures added in SCLead.
<b>March 31, 2026</b>	Final evaluation cycle ends; Submit Individualized Assistance Plans (IAP's) to HR; Letter of Notification, Conference Summary, and Individualized Assistance Plan for librarians being recommended for formal evaluation for 2025-2026 school year are due to the 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.