

Horry County Schools - School Librarian Evaluation

Timeline

Preliminary Evaluation Cycle	
August 10, 2026	Evaluation teams should be assigned in SCLead.
August 10, 2026	Schedule orientation to be held between August 10 th – August 18 th
August 19, 2026	Orientation should be signed in SCLead by the school librarian. <i>(Evaluators do not have to sign orientations in SCLead.)</i>
August 24, 2026	Preliminary evaluation cycle begins.
September 18, 2026	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.
October 18, 2026	First observation should be completed for school librarians requiring more than one observation.
December 1, 2026	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.
December 8, 2026	Preliminary evaluation consensus conference and summary form completed.
December 8, 2026	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.
December 15, 2026	Preliminary evaluation cycle ends.
December 15, 2026	Submit individualized assistance plans (IAP's) to HR.

Final Evaluation Cycle	
January 4, 2027	Final evaluation cycle begins.
January 13, 2027	Professional goal mid-year conference completed and signed by evaluator and school librarian in SCLead.
February 20, 2027	First observation should be completed for librarians requiring more than one observation.
March 19, 2027	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.
March 27, 2027	Final evaluation consensus conference and summary form completed.
March 31, 2027	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.
March 31, 2027	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.