

Horry County Schools - School Counselor 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 counselor. (Evaluators do not have to sign orientations in SCLead.)
August 24, 2026	Preliminary evaluation cycle begins.
September 18, 2026	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 18, 2026	First observation should be completed for counselors requiring more than one observation.
December 1, 2026	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, 2026	Preliminary evaluation consensus conference and summary form completed.
December 8, 2026	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, 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	Mid-year review of student growth goal completed and signed by evaluator and school counselor.
February 20, 2027	First observation should be completed for counselors requiring more than one observation.
March 19, 2027	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 19, 2027	Final evaluation consensus conference and summary form completed.
March 31, 2027	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 31, 2027	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 2027-2028 school year are due to the 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.