

# NC Teacher Evaluation Process Timeline and Requirements

## Probationary and Temporary Teachers

(Includes Lateral Entry Teachers)

4 Observations-3 Administrative & 1 Peer- 1 Formal other 3 may be Formal or Informal

9/16/13

- NC Evaluation Training New Teachers
- Orientation/Review (Returning Teachers)
- Self Assessment (All Teachers)
- Complete PDP (All teachers)
- Create Summary Rating Form/Record of Teacher Activities Form
- Administrator and Teacher Signs Record Form (Orientation)

10/31/13

- Pre Observation Conference with Administrator (Sign Record Form)
- Formal Observation # 1 (Adminrator Creates Rubric)
- Post Observation Conference with Administrator (Completed within 10 days of Observation)
- Professional Development Plan (Co-authored by Administrator and Teacher)

12/20/13

- Formal Observation # 2 (Adminrator Creates Rubric)
- Post Observation Conference (Completed within 10 days of Observation)
- Professional Development Plan (Administrator Completes **Mid Year Review**)

2/14/14

- Peer Observation # 3 (Peer Creates Rubric)
- Post Observation Conference (Completed within 10 days of Peer Observation)

3/31/14

- Formal Observation # 4 (Adminrator Creates Rubric)
- Post Observation Conference (Completed within 10 days of Observation)
- **Principals shall turn in a complete roster of recommendations for tenure, renewal and no-renewal**

5/04/14

- Summary Evaluation Conference with Administrator
- Teacher Summary Rating Form , Record of Teacher Evaluation Activities, and Professional Development Plan for 2012-13
- Remind all BT s to save observatons and summary on external drive
- Develop PDP for 2014-15 based upon Summary Evaluation from 2013-14

## Career Teachers

(NC License Renewing June 2014)

3 Observations All Administrative- 1 Formal other 2 may be Formal or Informal

9/16/13

- NC Evaluation Training (New Teachers)
- Orientation/Review Returning Teachers)
- Complete PDP (All teachers)
- Self Assessment (All Teachers)
- Create Summary Rating Form /Record of Teacher Activities Form
- Administrator and Teacher Signs Record Form (Orientation)

10/31/13

- Pre Observation Conference with Administrator (Sign Record Form)
- Formal/Informal Observation # 1 (Adminrator Creates Rubric)
- Post Observation Conference with Administrator (Completed within 10 days of Observation)
- Professional Development Plan (Co-authored by Administrator and Teacher)

12/20/13

- Formal/Informal Observation # 2 (Adminrator Creates Rubric)
- Post Observation Conference (Completed within 10 days of Observation)
- Professional Development Plan (Administrator Completes **Mid Year Review**)

3/31/14

- Formal/Informal Observation # 3 (Adminrator Creates Rubric)
- Post Observation Conference (Completed within 10 days of Observation)

6/6/14

- Summary Evaluation Conference with Adminrator
- Teacher Summary Rating Form, Record of Teacher Evaluation Activities, and Professional Development Plan for 2012-13
- Develop PDP for 2014-15 based upon Summary Evaluation from 2012-13

# Non Renewing Career

(NC License Not Renewing June 2014)

2 Abbreviated Observations for Career Teachers

9/16/13

- Orientation/Review (Returning Teachers)
- Self Assessment (All Teachers)
- Complete PDP (All teachers)
- Administrator Creates Summary Rating Form/Record of Teacher Activities Form
- Administrator and Teacher Signs Record Form (Orientation)

12/20/13

- Professional Development Plan (Co-authored by Administrator and Teacher)
- Abbreviated observation on standard 1 and 4
- Post Observation Conference with Administrator (Within 10 days of 1st Observation)

3/31/14

- Abbreviated observation on standards 1 and 4
- Post Observation Conference with Administrator (Within 10 days of 2nd Observation)
- Professional Development Plan (**Mid Year Review**)

6/06/14

- Summary Evaluation Conference with Administrator
- Teacher Summary Rating Form on standards 1 and 4, Record of Teacher Activities Form, and Professional Development Plan for 2012-13**
- Develop PDP for 2014-15 based upon Summary Evaluation from 2013-14