

## Union County Public Schools Evaluation Plan for Teachers 2015-2016

| <b>Comprehensive Evaluation Cycle</b><br>(Replaces the Probationary Teacher Plan)   | <b>Standard Evaluation Cycle</b><br>(Replaces the Career Teacher Plan)  | <b>Abbreviated Evaluation Cycle</b><br>(Replaces the Career Abbreviated Plan)   |
|---|---|---|
| Beginning teachers <b>and</b> teachers with <u>less than</u> three years with UCPS  | Career teachers <b>and</b> teachers with at least three (3) years of experience with UCPS <b>and</b> license expiration date of June 30, 2016   | Career Teachers and teachers with at least three years of experience with UCPS <b>and</b> license expiration date <b>beyond</b> June 30, 2016   |
| <ul style="list-style-type: none"> <li>• Orientation/ Training within the first two weeks of school</li> <li>• Self-Assessment by October 30<sup>th</sup></li> <li>• Initial PDP/IGP by October 30<sup>th</sup></li> <li>• (PDP/IGP of BTs must be signed by the mentor for each period.)</li> <li>• Three (3) formal observations by an administrator and one (1) by a peer                             <ul style="list-style-type: none"> <li>○ First formal by October 30<sup>th</sup> with pre-conference and post-conference</li> <li>○ Second formal by January 15<sup>th</sup> with post-conference</li> <li>○ Third formal by April 15<sup>th</sup> with post-conference</li> <li>○ Fourth formal by April 15<sup>th</sup> with post-conference</li> </ul> </li> </ul> <p><b>Note:</b> The peer observation may be conducted during any observation cycle after the first formal observation has been conducted by the administrator.</p> <ul style="list-style-type: none"> <li>• Mid-Year and End-of-Year PDP/IGP by April 15<sup>th</sup></li> <li>• Summary Evaluation on Standards 1-5 by April 30<sup>th</sup></li> </ul> | <ul style="list-style-type: none"> <li>• Orientation/Training within the first two weeks of school</li> <li>• Self-Assessment prior to November 30<sup>th</sup></li> <li>• Initial PDP/IGP by November 30<sup>th</sup></li> <li>• Three (3) formal observations by an administrator                             <ul style="list-style-type: none"> <li>○ First formal by November 30<sup>th</sup> with pre-conference and post-conference</li> <li>○ Second formal by February 29<sup>th</sup> with post-conference</li> <li>○ Third formal by May 30<sup>th</sup> with post-conference</li> </ul> </li> <li>• Mid-Year and End-of-Year PDP/IGP by May 30<sup>th</sup></li> <li>• Summary Evaluation on Standards 1-5 by May 30<sup>th</sup></li> </ul> | <ul style="list-style-type: none"> <li>• Orientation/Training within the first two weeks of school</li> <li>• Self-Assessment prior to November 30<sup>th</sup></li> <li>• Initial PDP/IGP by November 30<sup>th</sup></li> <li>• Two (2) abbreviated observations on Standards 1 and 4 by an administrator                             <ul style="list-style-type: none"> <li>○ First abbreviated observation by November 30<sup>th</sup> with post-conference</li> <li>○ Second abbreviated observation by May 30<sup>th</sup> with post-conference</li> </ul> </li> <li>• Mid-Year and End-of-Year PDP by May 30<sup>th</sup></li> <li>• Summary Evaluation on Standards 1 and 4 by May 30<sup>th</sup></li> </ul> |

All evaluation activities must be carried out within the NCEES Online Tool for categories of licensed employees that are in the NCEES Online Tool. Principals or designees must select the appropriate cycle from the “My Staff” tab of the NCEES for teachers and support staff based on the descriptions under each cycle. The appropriate plans will generate overnight, but must be started from the “All Staff” tab before the plans are visible from the “Staff Evaluations” tab.

## Union County Public Schools Evaluation Plan for Support Staff 2015-2016

| <b>Support Staff Categories in the NCEES Online System</b><br>(Counselors, Instructional Technology Facilitators, Media Coordinators, Psychologists, Social Workers)<br><a href="http://ncees.ncdpi.wikispaces.net/Support+Staff" style="color: blue; text-decoration: underline;">http://ncees.ncdpi.wikispaces.net/Support+Staff</a>  |  |
|---|--|
| <b>Comprehensive Cycle</b>  | <b>Standard Cycle</b>  |
| Less than three years with UCPS   | Career <b>or</b> experienced with at least three years with UCPS   |
| <ul style="list-style-type: none"> <li>• Orientation/ Training within the first two weeks of school</li> <li>• Self-Assessment by October 30<sup>th</sup></li> <li>• Initial PDP/IGP by October 30<sup>th</sup></li> <li>• Three (3) formal observations by an administrator                             <ul style="list-style-type: none"> <li>○ First formal by October 30<sup>th</sup> with pre-conference and post-conference</li> <li>○ Second formal by January 15<sup>th</sup> with post-conference</li> <li>○ Third formal by April 15<sup>th</sup> with post-conference</li> <li>○ Peer observation by April 15 with post-conference (Instructional Technology Facilitators)</li> </ul> </li> <li>• Mid-Year and End-of-Year PDP/IGP by April 15<sup>th</sup></li> <li>• Summary Evaluation on Standards 1-5 by April 30<sup>th</sup></li> </ul> | <ul style="list-style-type: none"> <li>• Orientation/Training within the first two weeks of school</li> <li>• Self-Assessment prior to November 30<sup>th</sup></li> <li>• Initial PDP/IGP by November 30<sup>th</sup></li> <li>• One (1) formal observation and two (2) informal observations by an administrator                             <ul style="list-style-type: none"> <li>○ First formal by November 30<sup>th</sup> with pre-conference and post-conference</li> <li>○ Second informal by February 29<sup>th</sup> with post-conference</li> <li>○ Third informal by May 30<sup>th</sup> with post-conference</li> </ul> </li> <li>• Mid-Year and End-of-Year PDP/IGP by May 30<sup>th</sup></li> <li>• Summary Evaluation on Standards 1-5 by May 30<sup>th</sup></li> </ul> |

**Note:** A formal observation shall last at least forty-five (45) minutes or an entire class period or activity. An informal observation shall be at least twenty (20) minutes in duration.

All evaluation activities must be carried out within the NCEES Online Tool for categories of licensed employees that are in the NCEES Online Tool. Principals or designees must select the appropriate cycle from the “My Staff” tab of the NCEES for teachers and support staff based on the descriptions under each cycle. The appropriate plans will generate overnight, but must be started from the “All Staff” tab before the plans are visible from the “Staff Evaluations” tab.

### Support Staff Categories – Not in the NCEES Online System

<http://ncees.ncdpi.wikispaces.net/Support+Staff>

| Career Development Coordinators   | Nurses  | Occupational Therapists   | Physical Therapists  | Speech-Language Pathologists  |
|---|---|---|--|---|
| <ul style="list-style-type: none"> <li>• Orientation/Training within the first two weeks of school</li> <li>• Self-Assessment prior to November 30<sup>th</sup></li> <li>• Initial PDP/IGP by November 30<sup>th</sup></li> <li>• Three (3) formal observations by an administrator                             <ul style="list-style-type: none"> <li>○ First formal by November 30<sup>th</sup> with pre-conference and post-conference</li> <li>○ Second formal by February 29<sup>th</sup> with post-conference</li> <li>○ Third formal by May 30<sup>th</sup> with post-conference</li> </ul> </li> </ul> <p><b>Career</b></p> <ul style="list-style-type: none"> <li>• One (1) formal observation by November 30<sup>th</sup> with pre-conference and post-conference</li> <li>• Two (2) informal observations                             <ul style="list-style-type: none"> <li>○ First informal by February</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>• Orientation/Training within the first two weeks of school</li> <li>• Self-Assessment prior to November 30<sup>th</sup></li> <li>• Initial PDP/IGP by November 30<sup>th</sup></li> <li>• One (1) formal observation by November 30<sup>th</sup> with pre-conference and post-conference</li> <li>• Two (2) informal observations                             <ul style="list-style-type: none"> <li>○ First informal by February 29<sup>th</sup> with post-conference</li> <li>○ Second informal by May 30<sup>th</sup> with post-conference</li> </ul> </li> </ul> <p><b>Note:</b> One (1) informal observation may take place as an evaluator “drops in” while a school nurse is working with an individual student,</p> | <ul style="list-style-type: none"> <li>• Orientation/Training within the first two weeks of school</li> <li>• Self-Assessment prior to November 30<sup>th</sup></li> <li>• Initial PDP/IGP by November 30<sup>th</sup></li> <li>• One (1) formal observation by November 30<sup>th</sup> with pre-conference and post-conference</li> <li>• Two (2) informal observations                             <ul style="list-style-type: none"> <li>○ First informal by February 29<sup>th</sup> with post-conference</li> <li>○ Second informal by May 30<sup>th</sup> with post-conference</li> </ul> </li> </ul> <p><b>Note:</b> School-based occupational therapists shall</p> | <ul style="list-style-type: none"> <li>• Orientation/Training within the first two weeks of school</li> <li>• Self-Assessment prior to November 30<sup>th</sup></li> <li>• Initial PDP/IGP by November 30<sup>th</sup></li> <li>• One (1) formal observation by November 30<sup>th</sup> with pre-conference and post-conference</li> <li>• Two (2) informal observations                             <ul style="list-style-type: none"> <li>○ First informal by February 29<sup>th</sup> with post-conference</li> <li>○ Second informal by May 30<sup>th</sup> with post-conference</li> </ul> </li> </ul> <p><b>Note:</b> School-based physical therapists shall be evaluated</p> | <ul style="list-style-type: none"> <li>• Orientation/Training within the first two weeks of school</li> <li>• Self-Assessment prior to November 30<sup>th</sup></li> <li>• Initial PDP/IGP by November 30<sup>th</sup></li> <li>• One (1) formal observation by November 30<sup>th</sup> with pre-conference and post-conference</li> <li>• Two (2) informal observations                             <ul style="list-style-type: none"> <li>○ First informal by February 29<sup>th</sup> with post-conference</li> <li>○ Second informal by May 30<sup>th</sup> with post-conference</li> </ul> </li> </ul> <p><b>Note:</b> Speech-language pathologists shall be evaluated annually. During</p> |

All evaluation activities must be carried out within the NCEES Online Tool for categories of licensed employees that are in the NCEES Online Tool. Principals or designees must select the appropriate cycle from the “My Staff” tab of the NCEES for teachers and support staff based on the descriptions under each cycle. The appropriate plans will generate overnight, but must be started from the “All Staff” tab before the plans are visible from the “Staff Evaluations” tab.

|  |  |   |   |   |
|--|--|---|---|---|
| <p>29<sup>th</sup> with post-conference</p> <ul style="list-style-type: none"> <li>○ Second informal by May 30<sup>th</sup> with post-conference</li> </ul> <p><b>Note:</b> All school career development coordinators who are licensed by the North Carolina Department of Public Instruction are required to adhere to the annual evaluation requirements outlined in GS 115c-333.1(a).</p> <p>During observations, the evaluator shall note the career development coordinator’s performance in relationship to applicable standards on the appropriate rubric for evaluating the career development coordinator. Each formal observation should last at least forty-five minutes or an entire session or activity.</p> | <p>conducting a group session with parents and/or students, leading or participating in a meeting, or provides training or consultation services to other nurses and/or educators.</p> | <p>be evaluated annually. During the evaluation, a <b>licensed occupational therapist</b> shall conduct at least one observation of a meeting with students and/or parents, a therapy session or meeting or other session as agreed upon by the evaluator and the occupational therapist.</p> | <p>annually. During the evaluation, the evaluator shall conduct at least one observation of a physical therapy activity. This formal observation should last at least forty-five (45) minutes or the entire session. During observations, the evaluator shall note the physical therapist’s performance in relationship to the North Carolina Professional Physical Therapy Standards</p> | <p>the evaluation, the evaluator shall conduct at least one observation of a therapy session. This formal observation should last at least forty-five (45) minutes or the entire session. During observations, the principal shall note the speech-language pathologist’s performance in relationship to the applicable Standards on the Rubric for Evaluating North Carolina Speech-Language Pathologists.</p> |
| <ul style="list-style-type: none"> <li>• Mid-Year and End-of-Year PDP/IGP by May 30<sup>th</sup></li> <li>• Summary Evaluation on Standards 1-5 by May 30<sup>th</sup></li> </ul>  | <ul style="list-style-type: none"> <li>• Mid-Year and End-of-Year PDP/IGP by May 30<sup>th</sup></li> <li>• Summary Evaluation on Standards 1-5 by May 30<sup>th</sup></li> </ul>      | <ul style="list-style-type: none"> <li>• Mid-Year and End-of-Year PDP/IGP by May 30<sup>th</sup></li> <li>• Summary Evaluation on Standards 1-5 by May 30<sup>th</sup></li> </ul>   | <ul style="list-style-type: none"> <li>• Mid-Year and End-of-Year PDP/IGP by May 30<sup>th</sup></li> <li>• Summary Evaluation on Standards 1-5 by May 30<sup>th</sup></li> </ul>   | <ul style="list-style-type: none"> <li>• Mid-Year and End-of-Year PDP/IGP by May 30<sup>th</sup></li> <li>• Summary Evaluation on Standards 1-5 by May 30<sup>th</sup></li> </ul>   |

**Note:** A formal observation shall last at least forty-five (45) minutes or an entire class period or activity. An informal observation shall be at least twenty (20) minutes in duration.

All evaluation activities must be carried out within the NCEES Online Tool for categories of licensed employees that are in the NCEES Online Tool. Principals or designees must select the appropriate cycle from the “My Staff” tab of the NCEES for teachers and support staff based on the descriptions under each cycle. The appropriate plans will generate overnight, but must be started from the “All Staff” tab before the plans are visible from the “Staff Evaluations” tab.