

Name: \_\_\_\_\_ Location: \_\_\_\_\_ Position: \_\_\_\_\_  
(print)

### Evaluation Training Resources for Principals and Assistant Principals

(Activities labeled as "Required" must be completed prior to independently conducting evaluation activities.)

Although principals, assistant principals, and supervisors engage in professional development activities throughout the year that may align with employee evaluation activities, a minimum of three hours of preliminary training activities should be completed by novice evaluators prior to conducting evaluation activities for licensed employees who are covered by State Board of Education (SBE) and Union County Public Schools (UCPS) Evaluation Policies.

#### 1. UCPS NCEES Orientation for Principals and Assistant Principals (Required)

##### Principals and Assistant Principals 2021-2022 NCEES Orientation

Estimated Completion Time for Presentation and Review of all Resources- 1.0 hour(s)

Date Completed: \_\_\_\_\_ Initial: \_\_\_\_\_

#### 2. Review of Evaluation State Board of Education (SBE) Policies: EVAL 004, EVAL 005, EVAL 006, EVAL 030 (Required)

<https://sites.google.com/dpi.nc.gov/ncees-information-and-resource/ncees-policies>

Estimated Completion Time for Review of Policies and Reflection- 1.0 hour(s)

Date Completed: \_\_\_\_\_ Initial: \_\_\_\_\_

#### 3. COVID 2020-2021 Information, Presentations, and Supporting Resources for NCEES (Required)

<https://sites.google.com/dpi.nc.gov/ncees-information-and-resource/covid-2020>

Estimated Completion Time for Narrative, Video, and Analysis- 1.0 hour(s)

Date Completed: \_\_\_\_\_ Initial: \_\_\_\_\_

#### 4. Review UCPS BOE Policy 3-2C Evaluation of Licensed Employees (Required)

<https://www.ucps.k12.nc.us/site/default.aspx?PageType=2&PageModuleInstanceID=18998&ViewID=838b13a1-2ccb-4c74-83cb-0b9f098d6937&RenderLoc=0&FlexDataID=29224&SearchKeywords=>

**Note:** Under current UCPS Evaluation Timelines and Procedures, experienced teachers with a license expiration date in the current year are evaluated on the Standard Evaluation Plan.

Estimated Completion Time for Review of Policy and Reflection- 0.5 hour(s)

Date Completed: \_\_\_\_\_ Initial: \_\_\_\_\_

#### 5. Complete #1271- NC Teacher Evaluation: Understanding the Process: Self-Paced (Required)

This module explores the steps of the North Carolina Educator Evaluation Process, including self-assessment, goal-setting, observations and conferencing, planning professional development, and summary evaluations. Please note that all documentation within the Educator Evaluation Process is completed in the online tool.

Estimated Completion Time: 5 hours (.5 CEU)

Date Completed: \_\_\_\_\_ Initial: \_\_\_\_\_

### **Recommended Support Activities**

\_\_\_\_\_ The Principal and Assistant Principal observe the same lesson and debrief on each standard of the rubric to arrive at an understanding of interrater reliability within the educational environment.

\_\_\_\_\_ The Principal and Assistant Principal engage in a shared in-person or remote classroom walk-through with opportunities to dialogue about key descriptors.

\_\_\_\_\_ The Principal and Assistant Principal review the NCDPI COVID narrative document “Supporting Blended and Remote Instruction Using NCEES” and the video “When and Where to Look” and discuss the application of the information to the school’s internal evaluation processes, timelines, and procedures.

<https://sites.google.com/dpi.nc.gov/ncees-information-and-resource/covid-2020>

\_\_\_\_\_ The principal provides and overview of the Employee Relations Resources Leader Toolkit  
<https://drive.google.com/drive/folders/1w1ROTZBiq5PR35rqDxo2iUusz1rkLIuU>

\_\_\_\_\_ The Principal and Assistant Principal engage in other activities as deemed appropriate to support the novice evaluator’s understanding the dynamics of the educational environment in which he or she will be conducting observations and evaluation activities.

\_\_\_\_\_  
\_\_\_\_\_

**Principal/Assistant Principal Printed Name/Signature:** \_\_\_\_\_ / \_\_\_\_\_  
(Person completing the activities)

**Date:** \_\_\_\_\_

**Principal/ Supervisor Signature Printed Name/Signature:** \_\_\_\_\_ / \_\_\_\_\_  
(Person verifying completion of activities)

**Date:** \_\_\_\_\_

**HR Official Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Note:** The principal or assistant principal is not required to repeat any activities that have already been completed. He or she should initial and enter the date for each activity that he or she has already completed and then complete, initial, and date all other required activities. The principal or supervisor may require additional activities beyond the minimum requirements based on the needs and expectations of the school.

Visit the UCPS Human Resources Performance Appraisal Systems Website at  
<https://www.ucps.k12.nc.us/Page/5888> for additional resources and information.

### **Additional Recommended NCEES Professional Development Modules**

#### **#29- NC Principal and Assistant Principal Evaluation: Understanding the Process: Self-Paced**

This module explores the steps of the North Carolina Principal and Assistant Principal Evaluation Process, including orientation, self-assessment, goal-setting, mid-year meeting, conferencing, and summary evaluation. Please note that documentation within the Principal and Assistant Evaluation Process is completed in the online tool. At the beginning of the 2013-2014 school year, the online tool will be housed within Home Base. Although the electronic interface for the online tool is changing, the North Carolina School Principal and Assistant Principal Evaluation Process remains consistent.

**Estimated Time for Completion: 5 hours (.5 CEU)**

#### **#104- Completing the Training, Orientation and Self-Assessment Components within the Online Evaluation Tool: Self-Paced**

This mini-module has been designed to help teachers understand components 1-3 (training, orientation, and self-assessment) of the North Carolina Teacher Evaluation Process and document completion of these components in the online NC Educator Evaluation System tool. There are no CEUs associated with this mini-module.

**Estimated Completion Time: 1 hour**

#### **#720- North Carolina Professional Teaching Standards: Self-Paced**

The demands of 21st century education have required new roles for teachers in their classrooms and schools. The North Carolina Professional Teaching Standards define what teachers need to know and do to teach students in the 21st century. This module explores the teacher standards, their elements, and the rating scales for each element.

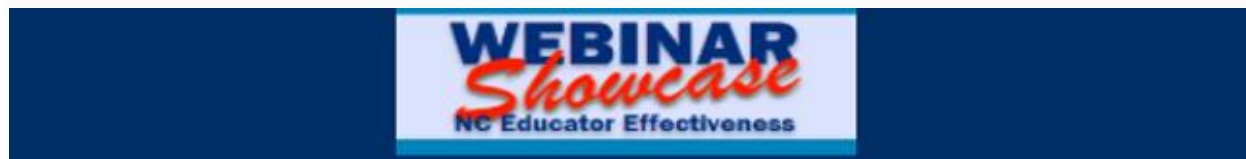
**Estimated Completion Time: 10 hours (1.0 CEU)**

#### **#1271- NC Teacher Evaluation: Understanding the Process: Self-Paced (2015)**

This module explores the steps of the North Carolina Educator Evaluation Process, including self-assessment, goal-setting, observations and conferencing, planning professional development, and summary evaluations. Please note that all documentation within the Educator Evaluation Process is completed in the online tool.

**Estimated Completion Time: 5 hours (.5 CEU)**

Check out the Webinar Series for Principals and Assistant Principals from your NCEES Home Page.



Visit the UCPS Human Resources Performance Appraisal Systems Website at <https://www.ucps.k12.nc.us/Page/5888> for additional resources and information.