

**Horry County Schools  
ADEPT Guidance Counselor Evaluation  
2011-2012**

**Checklist/Timeline for  
Induction, Annual, and Continuing Contract Employees**

**PRELIMINARY EVALUATION CYCLE**

- **August 15, 2011** Mentor and Evaluation team assignments (with evaluation team chair person identified) due to ADEPT office.
- **August 19, 2011** Orientation Session conducted by the Principal/designee for all professional personnel.
- **August 26, 2011** Submit agenda and sign-in sheets for Orientation sessions to the ADEPT office.
- **September 20, 2011** Guidance Counselor must submit a completed LRP to evaluation team chair.
- **September 30, 2011** LRP (PD 1) must be reviewed by each evaluator.
- **October 25, 2011** Last day to submit Professional Self-Report.
- **November 4, 2011** Interviews (PD 2, 3, and 6) completed separately by each evaluator.
- **November 7, 2011** Guidance Counselor Records and Documentation (PD 2) must be submitted to the evaluation team chair.
- **November 5, 2011** Observations of one entire guidance/counseling session completed separately by each evaluator.
- **November 5, 2011** All integral observations (PD 5, 6, 7, 8, and 9) completed.
- **November 5, 2011** Last day to submit Consulting Surveys (PD 5).
- **Within 7 calendar days following EACH integral observation**, guidance counselor should complete Reflection and submit to the evaluation team chair.
- **November 12, 2011** Last day to submit Professional Performance Description.
- **November 15, 2011** All evidence documentation placed in the dossier and available for evaluation team review.
- **December 3, 2011** Preliminary Evaluation period ends and all Guidance Counselor conferences completed.
  - Oral feedback
  - Written feedback
- **December 3, 2011** Last day to submit all Preliminary Documentation, including Guidance Counselor Summary sheets and ADEPT Administrative Summary report (E-6) submitted to the ADEPT Office. Also submit the completed E-6 to the appropriate Executive Director.
- **December 8, 2011** Submit Individualized Assistance Plans (Competency-Building) for any performance dimension identified as Not Met to the ADEPT office.

**FINAL EVALUATION CYCLE**

- **January 3, 2012** Final Evaluation cycle begins.
- **January 20, 2012** Last day to submit a completed LRP to the evaluation team chair (if required).
- **March 2, 2012** Last day to submit Professional Self-Report.
- **March 5, 2012** All integral observations completed.
- **Within 7 calendar days following EACH integral observation**, Guidance Counselor should complete Reflection and submit to the evaluation team chair.
- **March 9, 2012** Last day to submit Professional Performance Description to the evaluation team chair.
- **March 9, 2012** All evidence documentation placed in the dossier and available for evaluation team review
- **March 16, 2012** Final Evaluation period ends and all guidance counselor conferences completed.
  - Oral feedback
  - Written feedback
- **March 20, 2012** All Final Documentation (Guidance Counselor Summary sheets, ADEPT Administrative Summary report (E-6) due to the ADEPT Office by 4:30 PM. Also submit the completed E-6 to the appropriate Executive Director.
- **March 30, 2012** Submit Individualized Assistance Plans (Competency-Building) for any performance dimension identified as Not Met to the ADEPT office.
- **March 30, 2012** Continuing with Conditions – 2010-2011. Letter of Notification, Conference Summary, and Individualized Assistance Plan for Guidance Counselors being recommended for formal evaluation for 2011-2012 school year due. (Include a review/summary of completed IAPs.)