Component 2: Orientation
Within two weeks of teacher’s first day, the principal will provide:
A. The Rubric for Evaluating North Carolina Teachers;
B. Teacher Evaluation Policy ID Number: TCP-C-004; and
C. A schedule for completing evaluation process.

Component 1: Training
Before participating in the evaluation process, all teachers, principals and peer evaluators must complete training on the evaluation process.

Component 3: Teacher Self-Assessment
Using the Rubric for Evaluating N.C. Teachers, the teacher shall rate their performance and reflect on his or her performance throughout the year.

Component 4: Pre-Observation Conference
Goal: To prepare principal for the observation
Before the first formal observation, the principal meets with the teacher to discuss: self-assessment, professional growth plan and a written description of the lesson(s) to be observed.

Component 5: Observations
A. Formal observation: 45 min. or entire class period
B. Teachers: less than 3 years employment
Comprehensive Evaluation Cycle:
3 formal (principal) and 1 formal (peer)
C. Teachers: more than 3 years employment
Standard or Abbreviated Evaluation Cycle:
Standard: 3 Observations, 1 must be formal
Abbreviated: 2 Observations on Standards 1 and 4
Abbreviated Observations may be formal or informal
Teachers Renewing License: Standard Evaluation Cycle

Component 6: Post-Observation Conference
The principal shall conduct a post-observation conference no later than ten school days after each formal observation. Discuss and Document strengths and weaknesses on the Rubric.

Component 7: Summary Evaluation Conference and Scoring the Teacher Summary Rating Form
Prior to end of school, the principal conducts a summary evaluation conference with teacher to discuss components of the evaluation cycle type used: Comprehensive, Standard or Abbreviated. At the conclusion:
A. Give rating for each Element in Rubric for Evaluating NC Teachers.
B. Comment on “Not Demonstrated”
C. Give an overall rating of each standard observed
D. Provide teacher with opportunity to add comments to the Summary Rating Form
E. Review completed Teacher Summary Rating Form with teacher and
F. Secure the teacher’s signature on the Record of Teacher Evaluation Activities and Teacher Summary Rating Form.

Component 8: PD Plans
Individual Growth Plans—“Proficient” or better
Monitored Growth Plans—At least 1 “Developing” or “Developing” rating for 2 sequential yrs.
Directed Growth Plans—“not Demonstrated” or “Developing” rating for 2 sequential yrs.

For more information regarding the evaluation process, go to http://ncees.ncdpi.wikispaces.net/