

Key Milestones and Progress Monitoring

Date	Key Milestones and Progress Monitoring
April through June	• Check to ensure enough evaluators are SCTS certified. • Schedule additional SCTS evaluator and Mentor trainings at the district level to ensure availability of evaluators for next school year. • Review implementation feedback and complete ADEPT Plan for next year.
July through September	• Conduct district evaluator training and orientation and review how SCLead.org features will be used by the district. • Conduct differentiated evaluation orientations for educators by contract level, including SCLead.org Orientation signature, review of evaluation process and team, and SCLead.org requirements. • Create evaluations in SCLead.org and confirm initial settings data (e.g., current year's contract level and evaluation type). • Confirm evaluation teams are set by district or school-level personnel. • Monitor principal/teacher signatures for SLO initial conference. • Confirm all teams have scheduled announced preliminary evaluation cycle observations.
Mid-October through January	• Confirm that Preliminary evaluation cycle pre-conferences, observations, and post-conferences occur. The minimum number of required observations is defined by contract level. • Conduct district evaluator trainings as needed. • Conduct evaluation orientation and training on SCLead.org functionality and requirements for new hires, as needed.
February through April	• Confirm initial data entry of contract levels for current academic year in SCLead.org (February 1). • Confirm all data for fully certified Induction 1 teachers (February 1, Induction count for ADEPT funding). • Confirm that final evaluation cycle pre-conference(s) and observation(s) occur. • Evaluators submit evaluation results in SCLead.org. • Issue contract notification (before May 1).
May through June	• Enter or confirm current year's evaluation results and next year's contract and evaluation type. • Confirm educators who have had two unsuccessful Annual Summative evaluations for ADEPT sanction letters. • Last day to submit End-of-Year evaluation data in SCLead.org (June 20).

