

Steps Toward Professional Growth

I. The Mentoring-Coaching & Evaluation Process

All NC Pre-K and Developmental Day Preschool Teachers, whether holding Initial Licensure (Lateral Entry or Birth-through-Kindergarten Standard Professional I (BK SP I), or II (BK SP II), are required to participate in the North Carolina Teacher Evaluation Process (NC TEP). For initially licensed teachers, this process is the central feature of the Beginning Teacher Support Program (BTSP) and occurs in six phases annually over a three-year period. Teachers with a BK SP II license are observed and evaluated during the five-year licensure cycle and are not mentored. The Early Educator Support, Licensure and Professional Development (EESLPD) Office functions as the Local Education Agency (LEA) and provides the system of support for nonpublic teachers.

II. Getting Started

The EESLPD Office is responsible for conducting required professional development, including an initial orientation session for all eligible non-public early childhood teachers and their site administrators to inform them about NC teacher licensure policy and procedures, program requirements (including NC Pre-K, Developmental Day, Head Start) and how teachers are supported through their education, professional development, and licensure journey to the highest licensure status, the NC B-K SP II license. After completing an initial orientation session teachers and site administrator must complete a two day training in the NC TEP that includes State Board of Education priorities for the 21st century, NC BK Specialty Standards and how to use the NC TEP Rubric for self-assessment, professional development requirements, and the NC Code of Professional Practice and Conduct for NC Educators. (See Section-4 of this Manual for more detailed information about required PD).

A teacher is eligible for mentor and evaluation services to begin once he or she has completed the enrollment process and initial orientation and evaluation training sessions with their site administrator. An assigned EESLPD mentor will serve as the point of contact for early childhood teachers until they complete the requirements for a BK SP II license. Once a teacher attains a BK SP II license, an EESLPD evaluator will be the point of contact.

III. Phases of Mentoring /Evaluating Process

Beginning Teacher Support Program (BTSP): NC Lateral Entry Teacher Program (LETP) & BK SP I Licensed Teachers

- Phase 1 – Self-Assessment and Team Development
 - Begins with the self: Reflection and Self-Assessment (teacher completes the [Rubric for Evaluating North Carolina Teachers](#))
 - Development of the team (Teacher, Mentor, Site Administrator, and Evaluator)
 - Team Agreement Conference led by Mentor

- Getting to Know You Conference (Mentor and Teacher)
- **Phase 2 –Professional Development Plan (PDP)**
 - Discuss goal setting with your team
 - Development of Preliminary [Professional Development Plan](#) (PDP)
 - Use SMART Goals to develop PDP (Specific, Measurable, Attainable/Achievable, Relevant/Realistic, Time Bound)
- **Phase 3 –Formal Observation Begins**
 - Evaluator conducts the 1st formal observation with pre & post conferences
 - The EESLPD Office requires one pre-conference prior to the first observation and others as needed
 - Post-observation conferences (after each observation)
 - 4 Formative Observations as scheduled
 - Teacher and Evaluator Sign Preliminary Professional Development Plan (PDP)
- **Phase 4 –Formal Observation Continues**
 - Evaluator conducts the 2nd, 3rd, and 4th observations, including post conferences
 - Professional Development Plan (PDP) mid-year review: adjusted and signed
- **Phase 5 – Summary Evaluation Conference**
 - Evaluator conducts Summary Evaluation Conference and scores the [Teacher Summary Rating Form](#)
 - Team is invited to participate
 - Professional Development Plan (PDP) year-end-review (signed by teacher, evaluator, and mentor)
- **Phase 6 – End of Year Submissions**
 - Teacher downloads, completes, and submits [the Annual Professional Development Log](#)
 - Teacher saves final, completed PDP, and the **Teacher Summary Rating Form** [signed by teacher and evaluator]

Reminder: These phases will be completed annually.

IV. Phases of Evaluation Process for BK SP II Teachers

All early childhood teachers with an SP II License, PreK or PreK add-on or Provisional license are observed and evaluated but not mentored by an assigned mentor. SP II teachers are observed and evaluated two times yearly during year 1-4 and three times during year 5 of the five-year licensing renewal cycle.

- **Phase 1 – Self-Assessment and Team Development**
 - Begins with the self: Reflection and Self-Assessment (teacher completes the [Rubric for Evaluating North Carolina Teachers](#))
 - Development of the Team (teacher, site, administrator, and evaluator)
 - Team Agreement Conference, evaluator reviews the agreement with the teacher and site administrator
- **Phase 2 - Professional Development Plan (PDP)**
 - Discuss goal setting with your team
 - Development of Preliminary [Professional Development Plan](#) (PDP)
 - Use SMART Goals to develop PDP (Specific, Measurable, Attainable/Achievable, Relevant/Realistic, Time Bound)

- **Phase 3 – Formal Observations**
 - Evaluator conducts 2 formal observations and 1 summative evaluation conference (3 observations and 1 summative evaluation *only in year 5* unless teacher is on a monitored or directed PDP action plan)
 - The EESLPD Office requires one pre-conference prior to first observation and others as needed
 - Post observation conferences (after each observation)
 - Professional Development Plan (PDP) mid-year review; adjusted and signed by teacher and evaluator
- **Phase 4 – Summary Evaluation Conference**
 - Evaluator conducts Summary Evaluation Conference and scores the [Teacher Summary Rating Form](#)
 - Team is invited to participate.
 - Professional Development Plan (PDP) year-end-review (signed by teacher and evaluator)
- **Phase 5 – End of Year Submissions**
 - Teacher downloads, completes, and submits the [Annual Professional Development Log](#)
 - Teacher saves final, completed PDP, and the **Teacher Summary Rating Form** [signed by teacher and evaluator]

Reminder: These phases will be completed annually.