



2025-2026 ADEPT TIMELINE

School Counselor

By July 22	Conduct training sessions for assistance team members Confirm assistance teams with building administrators
By July 22	Conduct ADEPT orientation (Coordinator of Human Resources/Chief of Human Resources)
By July 23	Notify and brief mentors and evaluators of their assignment(s) Formally introduce mentees to their mentors (Building Administrator)
By July 29	Conduct School Orientation (Building Administrator)
By August 15	Conduct Preliminary Approval Conference (Building Administrator) Complete GBE/ Professional Goal (School Counselor (SC)) Documents provided by School Counselor: School Counselor Plan, Student Growth Goal, Annual Calendar
Beginning August 25	Preliminary Cycle and announced observations (POP Cycle) begin Notify School Counselor of date and time of Pre-Conference at least 3 school days prior (Each Observer) Pre-Conference held no sooner than 2 days prior to observation (Each Observer) Prepare Pre-Conference Planning Sheet (Each Observer) Observe School Counselor no later than 2 days after Pre-Conference (Each Observer)
By November 7	Observations should be completed by this date Post Conferences should occur within 5 school days after each observation (Each Observer) Post Conference Planning Sheet/Observation Summary (Each Observer) Post Conference School Counselor Self-Reflection within 2 calendar days of observation (SC) Discuss Professionalism, but will not enter scores until spring during final cycle (Each Evaluator)
By December 11	Complete Independent Evaluation Summary (Evaluation Team) Conduct Preliminary Consensus Meeting (Evaluation Team) Prepare Preliminary Evaluation Summary (Evaluation Team) Conduct Mid-Year Conference to monitor/adjust GBE/Professional Goal (Building Administrator) Conduct Preliminary Evaluation Conference (Building Administrator) If any areas are not met, prepare SC: Competence Building Professional Growth and Development Plan (Principal)
By December 17	Check SCLead.org to ensure both observations are completed, and all signatures added (Bldg. Admin.) Issue Deficiency Letter, if needed, and send copy of letter to the Coordinator of Human Resources and Chief of Human Resources (Principal)
Beginning January 5	Final Cycle and announced observations (POP Cycle) begin Notify School Counselor of date and time of Pre-Conference at least 3 school days prior (Each Observer) Pre-Conference held no sooner than 2 days prior to observation (Each Observer) Prepare Pre-Conference Planning Sheet (Each Observer) Observe School Counselor no later than 2 days after Pre-Conference (Each Observer) Complete Reflection (SC)
By February 3	Send written notification to the Coordinator of Human Resources and Chief of Human Resources of any school counselors that need additional assistance such as struggling school counselors, school counselors to watch, school counselors in danger of not meeting evaluation criteria (Principal)
By March 20	Observations should be completed by this date Post Conferences should occur within 5 school days after each observation (Each Observer) Post Conference Planning Sheet/Observation Summary (Each Observer) Post Conference School Counselor Self-Reflection within 2 calendars days of observation (SC) Complete Professional Review (Each Evaluator)
By March 27	Complete Independent Evaluation Summary (Evaluation Team) Conduct Final Consensus Meeting (Evaluation Team) Prepare Final Evaluation Summary (Evaluation Team) Conduct Final Conference to review results of GBE/Professional Goal (Building Administrator) Conduct Final Evaluation Conference (Building Administrator)
By April 13	Check SCLead.org to ensure both observations are completed, and all signatures added (Bldg. Admin.) Issue Deficiency Letter, if needed, and send copy of letter to the Coordinator of Human Resources and Chief of Human Resources (Principal)
By May 27	Complete ADEPT survey (assistance team)