



# ROCKINGHAM COUNTY SCHOOLS

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*Administrative Offices  
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Eden, NC 27288*

*Charles Perkins, Ed.D.  
Assistant Superintendent  
K-12 Curriculum & Instruction  
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Date: July 26, 2017

To: Principals, Assistant Principals, and Central Office Staff

From: Charles Perkins, Assistant Superintendent  
June Nealy, Director of Elementary Programs/Title I  
Gregg Slate, Director of Secondary Schools  
Nancy Towler, Director of K-12 Instructional Programs

Re: Principal Evaluation Schedule and Procedure for **2017-2018**

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The evaluation schedule for school leaders for **2017-2018** is as follows:

- Complete the first two containers in NCEES (Orientation, Pre-Evaluation Planning) by **Friday, September 22, 2017**.
- Principals should use the artifact collection container in NCEES for your portfolio. Principals should also collect artifacts that support the evaluation standards as well as your professional development plan (PDP) goals.
- Self-Assessment completed in the online system by **Friday, September 22, 2017**. Your self-assessment may be shared with your evaluator, but is not required to be shared.
- Initial conference held between **September 25 - October 27, 2017**. This initial conference will be held at the school.
- Mid-year conference held between **January 2 - February 16, 2018**. This conference will be held at the Central Office. Please have portfolio available for review.
- Mid-year evaluation and conference for assistant principals should be conducted by the principal between **January 2 - February 16, 2018**.
- Summative conference held between **June 4 - June 29, 2018**. This conference will be held at the school or at Central Office. Please have artifacts available for review.

## **Goals**

Develop a minimum of three (3) goals using information from previous evaluations and school data. All principals must include goals in instructional leadership and human resource leadership as stated below. All goals should be SMART goals and connected to your NC STAR school goals.

- A goal in the area of instructional leadership that specifically targets student achievement data.
- A goal in the area of human resource leadership that specifically targets beginning teachers and/or teacher retention.
- One additional goal of your choice.

## **RCS VISION 2020:**

**Collaborator. Communicator. Community Engagement. Creative & Critical Thinker. Goal Oriented & Resilient Individual.**

## **Leave**

All requests for leave, timesheets and travel forms should be sent to Hazel Barker at Central Office and will be approved by Charles Perkins.

## **Evaluators**

The following table lists who your evaluator will be for the 2017-2018 school year. Curriculum & Instruction Directors will be the contact person for parent concerns. All parent concerns should be addressed within 24 hours, including a follow up call to the parent with a resolution or outcome finding. The C & I Directors will also serve in a coaching /advisory role for principals so please utilize them as a sounding board for advice and support.

<b>School / Principal</b>	<b>Evaluator</b>	<b>Contact for Parent Concerns</b>
Bethany / Josh Eanes	Nancy Towler	Nancy Towler
Central / Elizabeth Covell	Nancy Towler	Nancy Towler
Dillard / Trina McCoy	June Nealy	June Nealy
Douglass / Nancy Mark	June Nealy	June Nealy
Draper / Christy Bailey	June Nealy	June Nealy
Huntsville / Russell Vernon	Charles Perkins	June Nealy
Leaksville-Spray / Madison Hester	June Nealy	June Nealy
Lincoln / Karen Hester	Charles Perkins	Nancy Towler
Monroeton / Richie Weaver	June Nealy	June Nealy
Moss Street / Leslie Coleman-Cassell	Nancy Towler	Nancy Towler
New Vision / Jane Frazier	Nancy Towler	Nancy Towler
South End / Hunter Smothers	June Nealy	June Nealy
Stoneville / Kasie Pruitt	Charles Perkins	Nancy Towler
Wentworth / Jennifer Hardin	Nancy Towler	Nancy Towler
Williamsburg / Gary Pyrtle	Nancy Towler	Nancy Towler
Holmes Middle / Nicole Lancaster	Gregg Slate	Gregg Slate
Reidsville Middle / Erica Blackwell	Charles Perkins	Gregg Slate
Rock. Co. Middle / Moriah Dollarhite	Charles Perkins	Gregg Slate
Western Rock Middle / Stephanie Wray	Gregg Slate	Gregg Slate
McMichael High / Ashley Young	Gregg Slate	Gregg Slate
Morehead High / Al Royster	Gregg Slate	Gregg Slate
Reidsville High / Ann Mitchell	Charles Perkins	Gregg Slate
Rock. Co. High / Cecil Kemp	Charles Perkins	Gregg Slate
Rockingham Early College High / Kim Money	Gregg Slate	Gregg Slate
The SCORE Center / Curtis Gore	Gregg Slate	Gregg Slate

**Evidence/artifacts/data used during your evaluation will include the following:** School visits; CASA portal documentation; Parent Concerns Log; Teacher Working Conditions Survey data; School Safety Checklist and Safety Log; PowerSchool discipline entry data; Attendance; Responsiveness and adherence to meeting deadlines and reports; Responsible budget/fund management; EVAAS data; Test score performance data; SIP goal data; as well as additional artifacts and evidences collected, shared and presented through your individual established goals and the portfolio process – see [link](#) for evaluation artifacts document

**Mentors** – See [link](#) for mentors and facilitators

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