**Dillon School District Four**

**ADEPT Process Notification**

To:

**Teacher**

**School Name**

From:

**Principal**

During the school year, you are scheduled to participate in the following ADEPT process:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Your Contract Level** | **Your ADEPT Process** | **Comments** |
|  | Induction  (1) | Induction  Assist/Develop | You will be assigned a mentor. |
|  | Induction  (2) | Formal Evaluation | Prior to being evaluated, you will receive a comprehensive orientation to the formal evaluation process. We will notify you at the beginning of the year regarding the date and time of this orientation. |
|  | Induction  (3) | Formal  Evaluation | Prior to being evaluated, you will receive a comprehensive orientation to the formal evaluation process. We will notify you at the beginning of the year regarding the date and time of this orientation. |
|  | Annual | Formal Evaluation 1 | Prior to being evaluated, you will receive a comprehensive orientation to the formal evaluation process. We will notify you at the beginning of the year regarding the date and time of this orientation. |
|  | Annual | Diagnostic Assistance | You will be assigned a mentor and an administrator. The mentor will provide you with support, assistance, and feedback. The administrator will work with you to develop a Professional Growth and Development Plan (C-B GBE) and provide you with formal feedback. Performance weaknesses have been identified and documented. |
|  | Annual | Goals-Based Evaluation | You will be assigned an administrator, lead teacher or curriculum specialist who will assist you in developing your goals and Professional Growth and Development Plan (R&D GBE). R&D GBE allows you to engage in inquiry and continual professional development. |
|  | Continuing | Formal Evaluation | You are being placed on formal evaluation. Performance weaknesses have been identified and documented. Prior to being evaluated, you will receive a comprehensive orientation to the formal evaluation process. We will notify you at the beginning of the year regarding the date and time of this orientation. |
|  | Continuing | Competence-Building  Goals-Based Evaluation | You will be assigned an administrator. The administrator will play a major role in developing your goals and monitoring your Professional Growth and Development Plan (C-B GBE). Performance weaknesses have been identified and documented. |
|  | Continuing | Research & Development  Goals-Based Evaluation | You will be assigned an administrator, lead teacher, or curriculum specialist who will assist you in developing your goals and Professional Growth and Development Plan (R&D GBE). R&D GBE allows you to engage in inquiry and continual professional development. |

**Educator’s Signature Date Principal’s Signature Date**