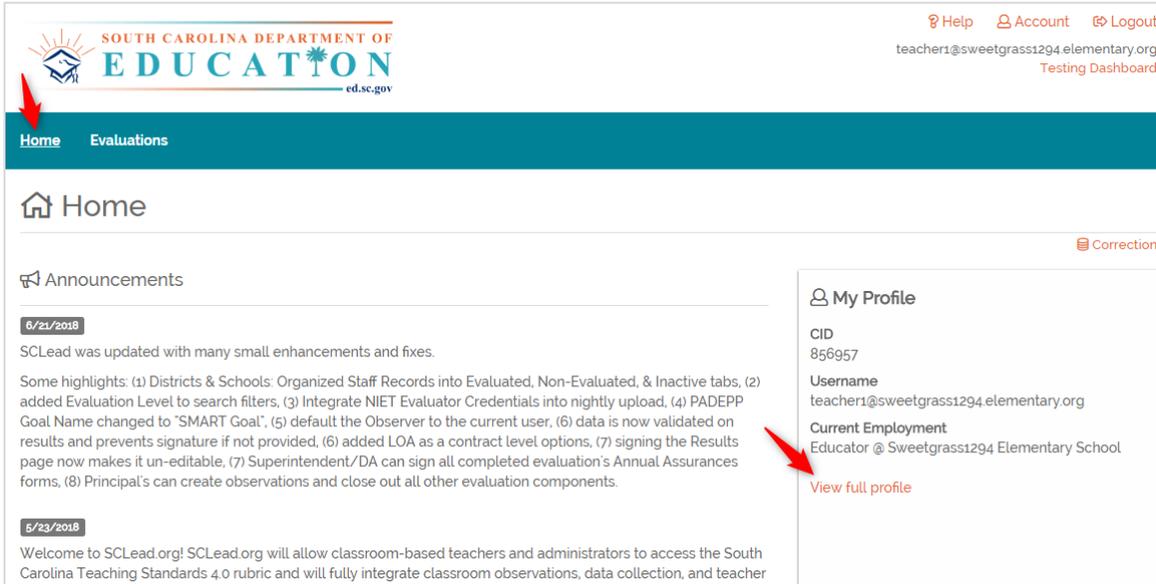


Educator: Completing the ADEPT Educator Professionalism Self-Review

SCLead.org allows **educators** to complete a Professionalism Self-Review to reflect on his or her professional performance. This guide provides the steps for an educator to complete the Professionalism Self-Review and review and sign the Professionalism Review completed by the evaluator.

Step 1: Access Evaluation record for the current academic year. There are two ways to access evaluation records.

Option 1 – Step 1: From the homepage, click **View full profile** in the **My Profile** box.



SOUTH CAROLINA DEPARTMENT OF EDUCATION
ed.sc.gov

Help Account Logout
teacher1@sweetgrass1294.elementary.org
Testing Dashboard

Home Evaluations

Home

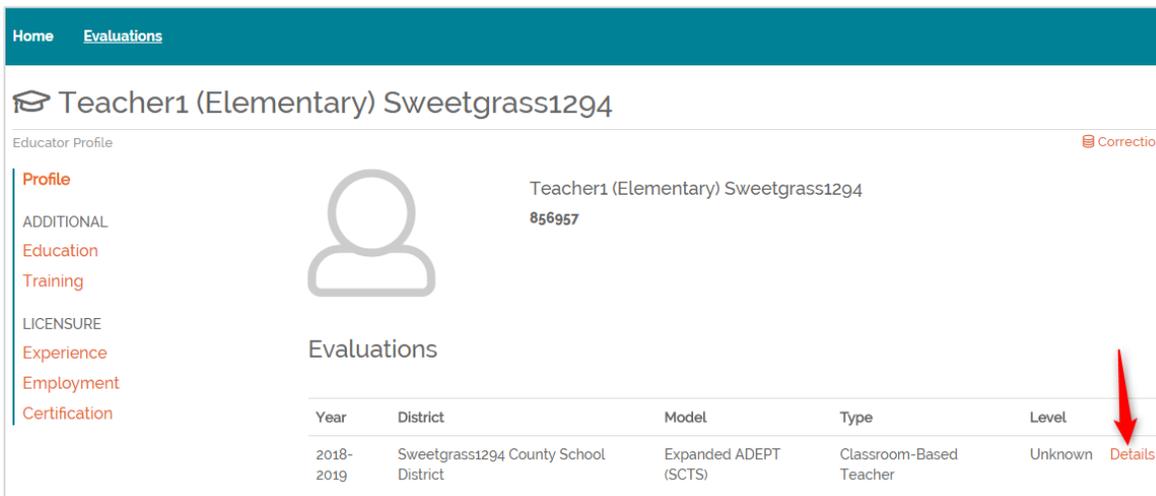
Announcements

6/21/2018
SCLead was updated with many small enhancements and fixes.
Some highlights: (1) Districts & Schools: Organized Staff Records into Evaluated, Non-Evaluated, & Inactive tabs, (2) added Evaluation Level to search filters, (3) Integrate NIET Evaluator Credentials into nightly upload, (4) PADEPP Goal Name changed to "SMART Goal", (5) default the Observer to the current user, (6) data is now validated on results and prevents signature if not provided, (6) added LOA as a contract level options, (7) signing the Results page now makes it un-editable, (7) Superintendent/DA can sign all completed evaluation's Annual Assurances forms, (8) Principal's can create observations and close out all other evaluation components.

5/23/2018
Welcome to SCLead.org! SCLead.org will allow classroom-based teachers and administrators to access the South Carolina Teaching Standards 4.0 rubric and will fully integrate classroom observations, data collection, and teacher

My Profile
CID
856957
Username
teacher1@sweetgrass1294.elementary.org
Current Employment
Educator @ Sweetgrass1294 Elementary School
[View full profile](#)

Option 1 – Step 2: Click **Details** for the evaluation for the current academic year.



Home Evaluations

Teacher1 (Elementary) Sweetgrass1294

Educator Profile

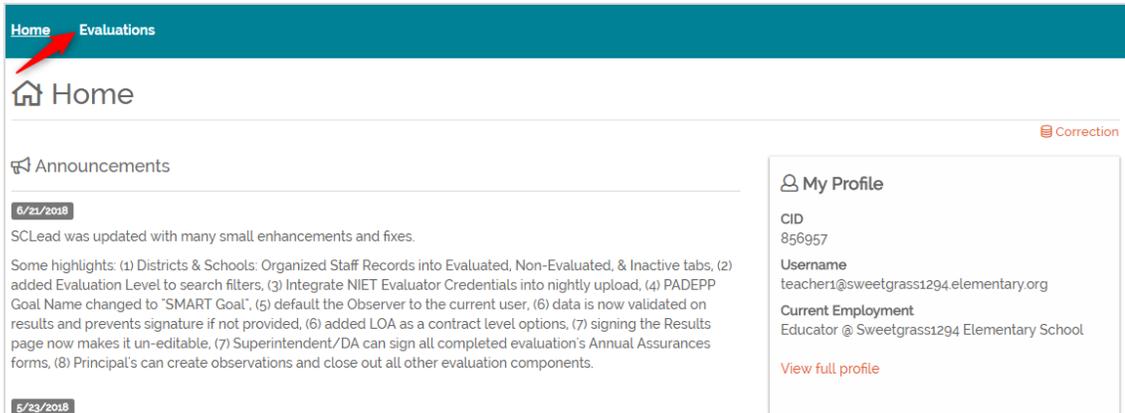
Profile
ADDITIONAL
Education
Training
LICENSURE
Experience
Employment
Certification

Teacher1 (Elementary) Sweetgrass1294
856957

Evaluations

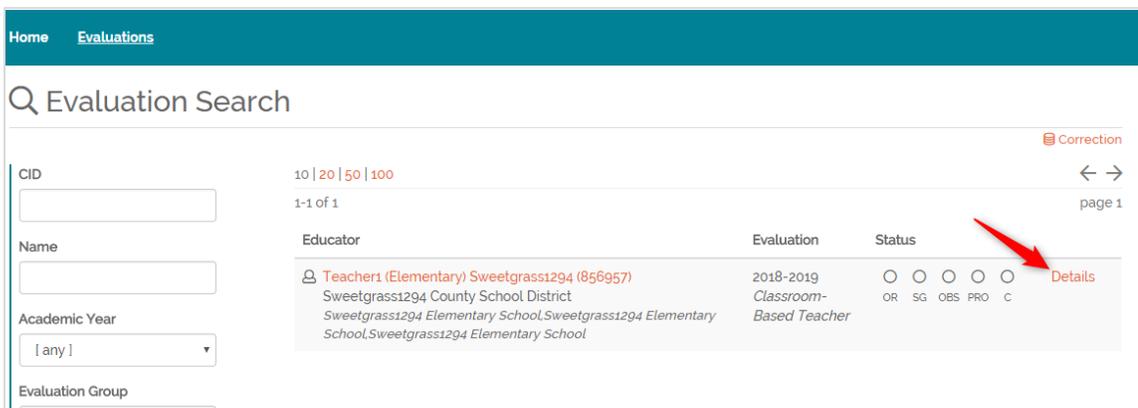
Year	District	Model	Type	Level	
2018-2019	Sweetgrass1294 County School District	Expanded ADEPT (SCTS)	Classroom-Based Teacher	Unknown	Details

Option 2 – Step 1: Click **Evaluations** from the navigation menu bar.



The screenshot shows the top navigation bar with 'Home' and 'Evaluations'. A red arrow points to 'Evaluations'. Below the navigation bar is a 'Home' section with a house icon. To the right is a 'My Profile' section with fields for CID (856957), Username (teacher1@sweetgrass1294.elementary.org), and Current Employment (Educator @ Sweetgrass1294 Elementary School). A 'View full profile' link is also present. On the left, there are 'Announcements' with dates 6/21/2018 and 6/23/2018, and a 'Correction' icon.

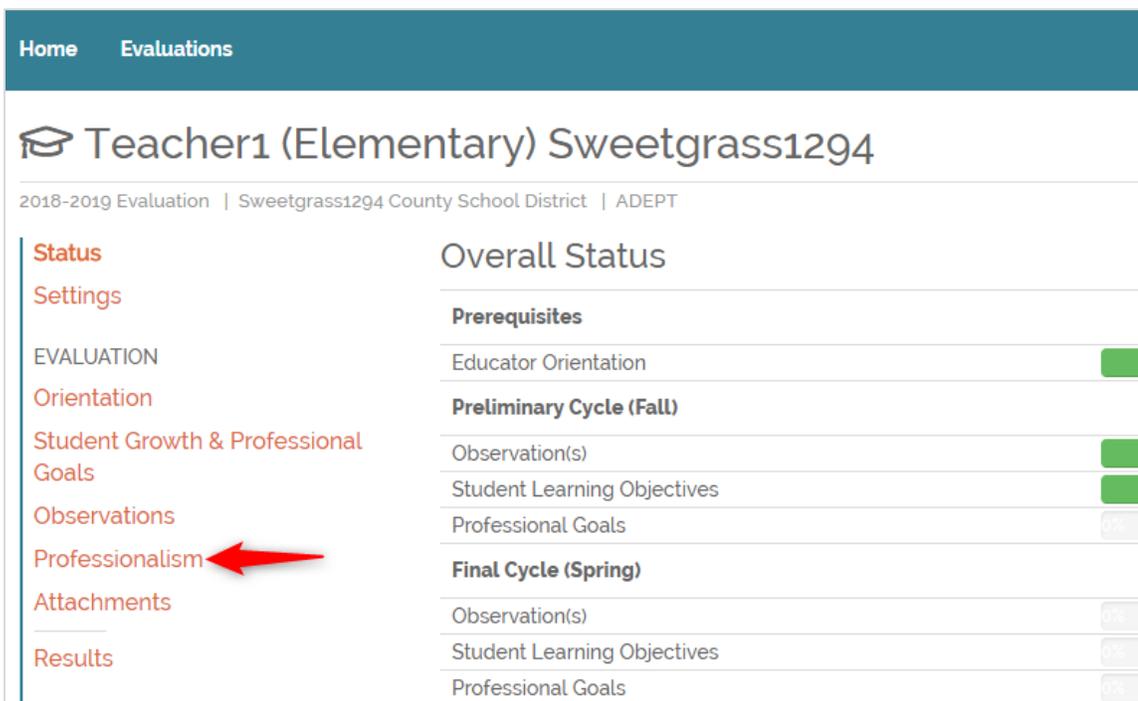
Option 2 – Step 2: Click **Details** for the current academic year evaluation.



The screenshot shows the 'Evaluation Search' page. It has a search bar and filters for CID, Name, Academic Year, and Evaluation Group. A table lists search results. A red arrow points to the 'Details' link for the first result: 'Teacher1 (Elementary) Sweetgrass1294 (856957)'. The table columns are Educator, Evaluation, and Status. The status for this evaluation is 'OR SG OBS PRO C'.

Educator	Evaluation	Status
Teacher1 (Elementary) Sweetgrass1294 (856957) Sweetgrass1294 County School District Sweetgrass1294 Elementary School, Sweetgrass1294 Elementary School, Sweetgrass1294 Elementary School	2018-2019 Classroom-Based Teacher	OR SG OBS PRO C

Step 2: Select **Professionalism** in the Evaluation section.



The screenshot shows the 'Teacher1 (Elementary) Sweetgrass1294' evaluation details page. The page title is 'Teacher1 (Elementary) Sweetgrass1294'. Below the title is the breadcrumb '2018-2019 Evaluation | Sweetgrass1294 County School District | ADEPT'. On the left is a navigation menu with items: Status, Settings, EVALUATION, Orientation, Student Growth & Professional Goals, Observations, Professionalism (highlighted with a red arrow), Attachments, and Results. On the right is the 'Overall Status' section with 'Prerequisites' and 'Preliminary Cycle (Fall)'. The prerequisites are 'Educator Orientation' (100%), 'Observation(s)' (100%), 'Student Learning Objectives' (100%), and 'Professional Goals' (0%). The preliminary cycle items are 'Observation(s)' (0%), 'Student Learning Objectives' (0%), and 'Professional Goals' (0%).

Step 3: Click *Start Professional Self-Review*.

The screenshot shows the 'Professionalism' domain page. On the left is a navigation menu with items: Status, Settings, EVALUATION, Orientation, Student Growth & Professional Goals, Observations, Professionalism (highlighted), Attachments, and Results. The main content area has the title 'Professionalism' and a sub-section 'Professionalism Self-Review'. Below this, there is a text block explaining the purpose of the self-review and a button labeled 'Start Professional Self-Review' which is highlighted by a red arrow.

Step 4: Click *Edit* to enter the ratings for each indicator for the Professionalism domain.

The screenshot shows the 'Professional Self-Review Form' for the 'Professionalism' domain. The navigation menu on the left is similar to the previous screenshot, with 'Professionalism' highlighted. The main content area is titled 'Professional Self-Review Form' and includes action buttons: Back, Edit (highlighted with a red arrow), Remove, and Delete. Below the title, the section 'Growing & Developing Professionally' contains three numbered indicators, each with four radio button options: Always, Often, Sometimes, and Rarely.

Step 5: Select the radio button for the rating desired for each indicator.

The screenshot shows the 'Professional Self-Review Form' with the 'Always' radio button selected for the first indicator. The navigation menu on the left is the same. The main content area shows the 'Growing & Developing Professionally' section with three indicators. Each indicator has four radio button options: Always, Often, Sometimes, and Rarely. A red arrow points to the 'Always' radio button for the first indicator.

Step 6: Enter Comments, if desired.

Educator Profile

School Responsibilities

10. The educator accepts leadership responsibilities and/or assists in peers contributing to a safe and orderly school environment

Always Often Sometimes Rarely

Comments

You have 4000 characters remaining

Save Cancel

Step 7: Click **Save**. If you leave the page without clicking save, the selections you have made will not be saved.

Note: *The Professional Self-Review will not be shared with your evaluator until you have entered your electronic signature.*

Educator Profile

School Responsibilities

10. The educator accepts leadership responsibilities and/or assists in peers contributing to a safe and orderly school environment

Always Often Sometimes Rarely

Comments

educator comments for professionalism self-review

You have 3951 characters remaining

Save Cancel

Step 8: When you are ready to share your Professionalism Self-Review, scroll to the bottom of the page and click **Add my signature**.

Note: *Once you enter your signature, the Professionalism Self-Review can no longer be edited.*

Educator Profile

Always Often Sometimes Rarely

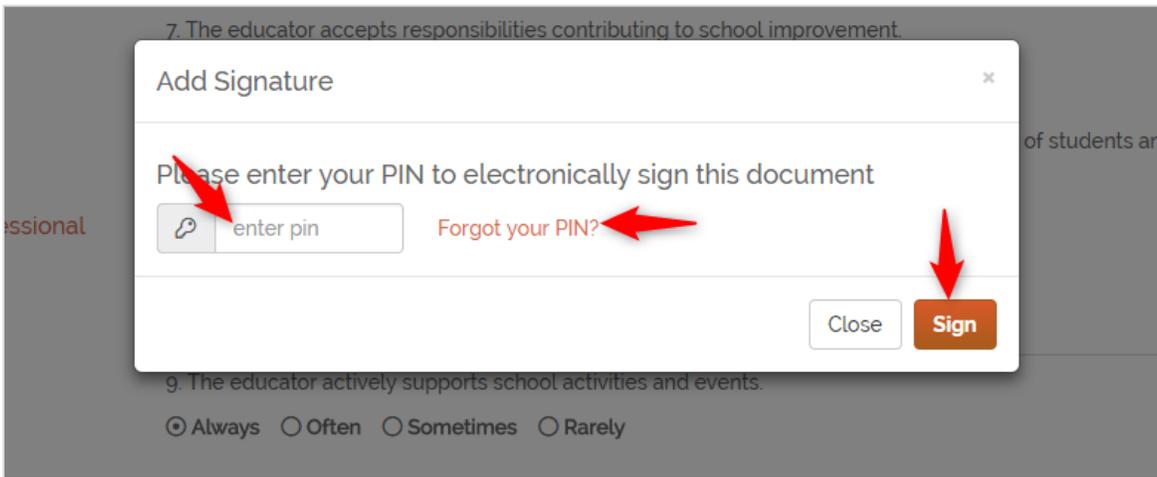
Comments

educator comments for professionalism self-review

Signatures

+ Add my signature

Step 9: Enter your PIN in the PIN entry box. If you do not remember your PIN, click **Forgot your PIN?** and the system will show your PIN. Click **Sign**.



To review and sign the Professionalism Review completed by the evaluator, repeat Step 1 and Step 2 above to access the Professionalism Review.

Step 10: Click **Details** on the Professionalism Review Form.

Home Evaluations Reports

Teacher1 (Elementary) Sweetgrass1294

2018-2019 Evaluation | Sweetgrass1294 County School District | ADEPT Correction

Professionalism

Professionalism Self-Review

During the evaluation period, the teacher must complete the Professional Self-Review. The purpose is for the teacher to reflect on his or her professional performance.

	Signature(s)	
Professional Self-Review Form	Sweetgrass1294, Teacher1 (Elementary) 7/22/2018 1:11:33 PM	Details

Professionalism Review

During the summative evaluation period, the building principal (or designated school-or district-level administrator as appropriate) must complete the Professionalism Scoring Rubric. The purpose of this review is to generate evaluation ratings for Indicators in the Professionalism Domain of the SCTS rubric.

	Signature(s)	
Professional Review Form	Sweetgrass1294, Principal (Elementary) 7/22/2018 1:41:53 PM	Details

Ⓜ Educator Profile

Step 11: Once reviewed, click **Add my signature** to electronically sign the Professionalism Review.

Educator Profile

10. The educator accepts leadership responsibilities and/or assists in peers contributing to a safe and orderly :
 Always Often Sometimes Rarely

Comments
evaluator's comments for the professionalism review

Signatures

📄 07/22/2018 01:41 PM
Principal (Elementary)
Sweetgrass1294
Principal

+ Add my signature

Note: SCLead.org will maintain the evaluation records and educator will be able to access these records at any time, even for prior years. If desired, a copy of each form can be printed or saved by clicking **Print to PDF**.

Home Evaluations

Teacher1 (Elementary) Sweetgrass1294

2018-2019 Evaluation | Sweetgrass1294 County School District | ADEPT Correction | Print to PDF

Status Professional Review Form Back

Settings

EVALUATION

Orientation Growing & Developing Professionally

Student Growth & Professional Goals

Observations Always Often Sometimes Rarely

Professionalism

Attachments

Results Always Often Sometimes Rarely

MENTORING

Mentoring Notes

1. The educator is prompt, prepared, and participates in professional development meetings, bringing student artifacts (student work) when requested.

2. The educator appropriately attempts to implement new learning in the classroom following presentation in professional development meetings.

3. The educator develops and works on a yearly plan for new learning based on analyses of school improvement plans and new goals, self-assessment, and input from the teacher leader and principal observations.

Contact SCLead.org support if you have problems accessing or completing the Professionalism Self-Review.

1-877-314-1412 or www.sclead.org/Help/Support.

For Policy related questions, please contact your evaluator or school administrator.