

## **PADEPP – Evaluation Process Overview**

Each principal being evaluated using PADEPP will have an evaluation record in SCLead.org. A summary of the completion order for the PADEPP process is below. Please see specific user guides for instructions on completing each step of the process.

### **Beginning of Year – Evaluation Setup:**

1. PADEPP Administrator creates an evaluation record for each principal.
2. PADEPP Administrator adds the evaluation team members to each evaluation in SCLead.org.
3. Evaluation Chair will complete the Required Standards form for those with a partial year scope for evaluations.

### **Beginning of Year – Form Completion:**

1. Principal will enter 1 to 3 SMART Goals in the Principal Professional Development Plan.
2. Principal and Evaluator will sign the Orientation section of the Principal Professional Development Plan.
3. Once 1 and 2 are complete, Evaluator will add date and assurances to the Orientation Conference form and both evaluator and principal will sign.

### **Throughout year:**

1. Evaluator(s) will add observations, as needed, to SCLead.org. These observations are not visible to the principal.

### **Mid-Year Form Completion:**

1. Principal and Evaluator will sign the Mid-Year section of the Principal Professional Development Plan.
2. Evaluator will enter mid-year conference date and assurances on Mid-year Conference form.
3. Once 1 and 2 are complete for Mid-year, Evaluator and Principal will sign Mid-year Conference form.

### **End-of-Year process:**

1. Principal and Evaluator will sign the End-of-Year section of the Principal Professional Development Plan.
2. Principal will complete Self-Assessment. (Mid-year Conference must be completed before the self-assessment will be available.)
3. Each evaluator will complete an evaluator assessment.
4. If multiple evaluators, the evaluation chair will complete the Principal's Summative Evaluation Form Worksheet.
5. Evaluator will enter conference date and assurances on End-of-Year Conference form.
6. The Evaluation Chair will complete the Principal's Summative Evaluation Form. The principal cannot see the form until all members of the evaluation team have signed. The principal will sign last.
7. Evaluator and principal will sign the End-of-Year Conference.
8. Evaluation chair will complete the Results page and mark the evaluation as complete.

*Contact SCLead.org support if you have problems accessing or completing PADEPP evaluations.*

*1-877-314-1412 or [www.sclead.org/Help/Support](http://www.sclead.org/Help/Support).*