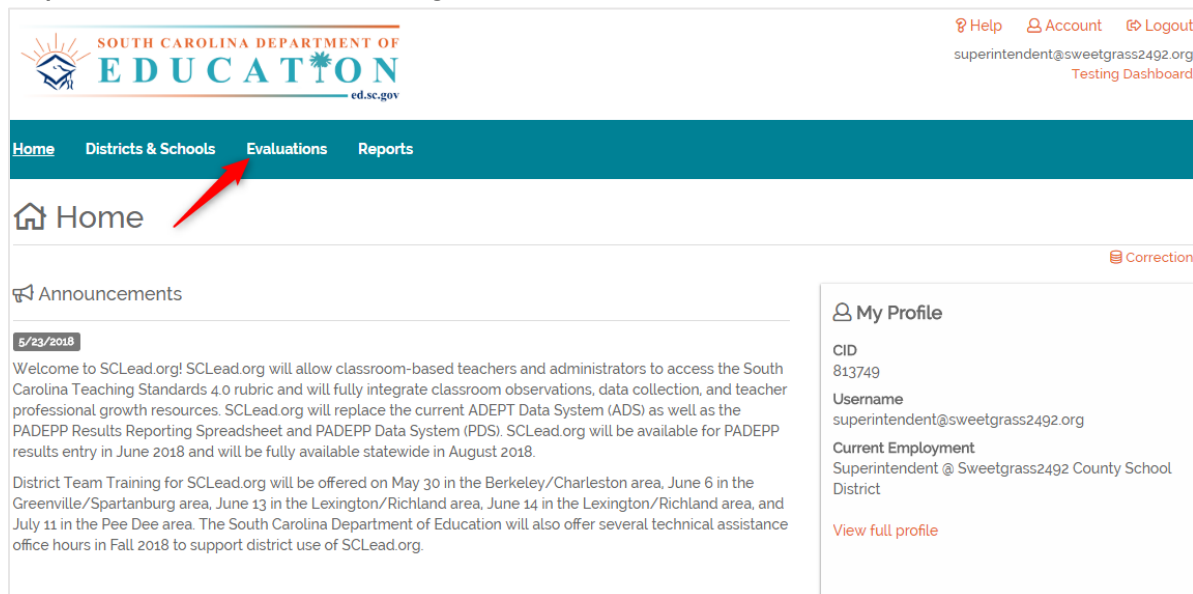


PADEPP – Evaluator Completion of Evaluator Assessment

Each member of a Principal's evaluation team will need to complete an evaluator assessment. This guide will provide steps for completing an evaluator assessment.

Reminder: The evaluator assessment will not be shared with the Principal.

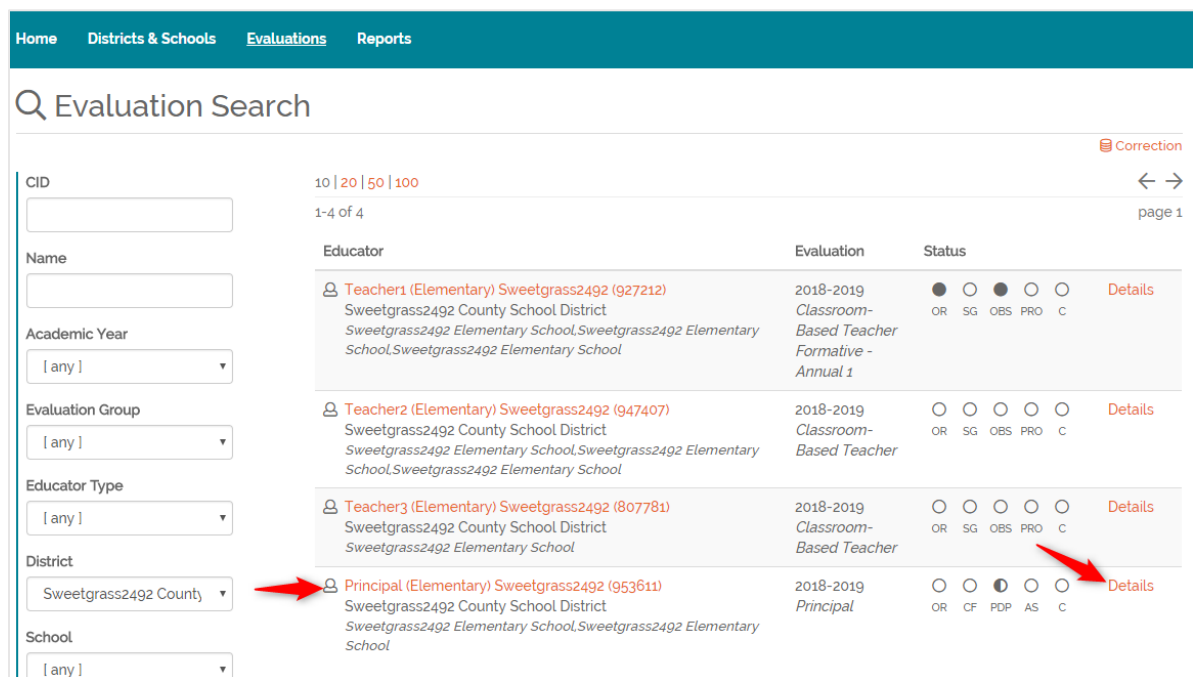
Step 1: Click **Evaluations** in the navigation menu bar.



The screenshot shows the SCDE website with the navigation menu at the top. The 'Evaluations' link is highlighted with a red arrow. The page includes a header with the SCDE logo and navigation links (Home, Districts & Schools, Evaluations, Reports). The main content area shows a 'Home' section with a 'Correction' button and a 'My Profile' section with user information.

Step 2: Locate the evaluation record and click **Details**.

Reminder: Use the search options to quickly locate a record. The search options entered are retained until you clear or complete another search.



The screenshot shows the SCDE Evaluation Search page. The 'Evaluations' link in the navigation menu is highlighted with a red arrow. The search results table shows four records, with the 'Principal (Elementary) Sweetgrass2492 (953611)' record highlighted by a red arrow pointing to its 'Details' link.

Educator	Evaluation	Status	Details
Teacher1 (Elementary) Sweetgrass2492 (927212) Sweetgrass2492 County School District Sweetgrass2492 Elementary School, Sweetgrass2492 Elementary School, Sweetgrass2492 Elementary School	2018-2019 Classroom-Based Teacher Formative - Annual 1	OR <input checked="" type="radio"/> SG <input checked="" type="radio"/> OBS <input type="radio"/> PRO <input type="radio"/> C	Details
Teacher2 (Elementary) Sweetgrass2492 (947407) Sweetgrass2492 County School District Sweetgrass2492 Elementary School, Sweetgrass2492 Elementary School, Sweetgrass2492 Elementary School	2018-2019 Classroom-Based Teacher	OR <input type="radio"/> SG <input type="radio"/> OBS <input type="radio"/> PRO <input type="radio"/> C	Details
Teacher3 (Elementary) Sweetgrass2492 (807781) Sweetgrass2492 County School District Sweetgrass2492 Elementary School	2018-2019 Classroom-Based Teacher	OR <input type="radio"/> SG <input type="radio"/> OBS <input type="radio"/> PRO <input type="radio"/> C	Details
Principal (Elementary) Sweetgrass2492 (953611) Sweetgrass2492 County School District Sweetgrass2492 Elementary School, Sweetgrass2492 Elementary School	2018-2019 Principal	OR <input type="radio"/> CF <input checked="" type="radio"/> PDP <input type="radio"/> AS <input type="radio"/> C	Details

Step 3: Click **Assessment**.


[Home](#) [Districts & Schools](#) [Evaluations](#) [Reports](#)

Principal (Elementary) Sweetgrass2492

2018-2019 Evaluation | Sweetgrass2492 County School District | PADEPP [Correction](#)

[Status](#)
[Settings](#)

CONFERENCES
[Orientation Conference](#)
[Mid-Year Conference](#)
[End-of-Year Conference](#)
[Annual Assurances](#)

EVALUATION
[Required Standards](#)
[Observations](#)
[Principal Professional Development Plan](#)
[Assessments](#) 
[Attachments](#)
[Results](#)

[Educator Profile](#)

Overall Status

Conferences

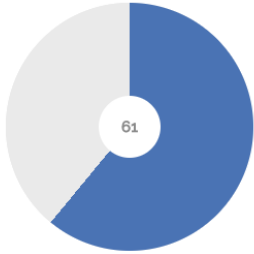
Orientation Conference	100%
Mid-Year Conference	100%
End-of-Year Conference	

Professional Development Plan

Principal Professional Development Plan	68%
---	-----

Assessments

Self-Assessment	100%
Principal's Summative Evaluation Form	



Overall Completion Progress

Evaluation Team

[Add Evaluator](#)

Member	Role	Permissions	Assignment Level	
Superintendent Sweetgrass2492	Evaluation Chair	Observations	District-Level	Remove

Step 4: Click **Start Evaluator Assessment**.


[Home](#) [Districts & Schools](#) [Evaluations](#) [Reports](#)

Principal (Elementary) Sweetgrass2492

2018-2019 Evaluation | Sweetgrass2492 County School District | PADEPP [Correction](#)

[Status](#)
[Settings](#)

CONFERENCES
[Orientation Conference](#)
[Mid-Year Conference](#)
[End-of-Year Conference](#)
[Annual Assurances](#)

EVALUATION
[Required Standards](#)
[Observations](#)
[Principal Professional Development Plan](#)
[Assessments](#) 
[Attachments](#)
[Results](#)

[Educator Profile](#)

Assessments

Throughout the evaluation cycle there are several assessments that must be done to aid in the evaluation score process.

Self-Assessment

The principal should complete his or her Self-Assessment sometime after the Mid-Year Conference has been completed and rate himself or herself as honestly as possible.

Principal Self-Assessment Created: 7/26/2018 11:15:13 PM by Principal (Elementary) Sweetgrass2492

Status: Complete

Evaluator Assessments

The Evaluator Assessment allows a principal evaluator to rate and make comments on the evaluated standards.

Start Evaluator Assessment

Principal's Summative Evaluation Form Worksheet (Optional)

The Evaluator Assessment allows a principal evaluator to rate and make comments on the evaluated standards.

Start Principal Summative Evaluation Worksheet

Principal's Summative Evaluation Form

In the Principal's Summative Evaluation Form, the summative evaluation of the principal is performed and the overall summative rating will applied to the evaluation result.

Start Principal Summative Evaluation Form

Step 5: Click **Edit**.

Note: If the Principal has completed the Self-Assessment, the self-assessment ratings will show on the evaluator assessment form.

[Home](#) | [Districts & Schools](#) | [Evaluations](#) | [Reports](#)

Principal (Elementary) Sweetgrass2492

2018-2019 Evaluation | Sweetgrass2492 County School District | PADEPP

Correction

 |

Print to PDF

Status

Settings

CONFERENCES

Orientation Conference

Mid-Year Conference

End-of-Year Conference

Annual Assurances

EVALUATION

Required Standards

Observations

Principal Professional Development Plan

Assessments

Attachments

Results

Educator Profile

Principal Evaluator Assessment

Back

 |

Edit

The Evaluator Assessment allows a principal evaluator to rate and make comments on the evaluated standards.

Please resolve the following issues:

The Final Rating must be selected for this assessment before signatures can be added

All standards must be scored before signatures can be added

N/A - This rating has not been made

E - Exemplary

P - Proficient

NI - Needs Improvement

U - Unsatisfactory

Domain Ratings

Performance Standard	Principal's Self-Assessment	Rating	Comments
Standard 2: Instructional Leadership	E	NR	[no comments]
Standard 8: Staff Development	P	NR	[no comments]
Standard 9: Principal's Professional Development	E	NR	[no comments]

Note: If you need to leave the evaluator assessment page, click **Save** at the bottom of the page to save your work before leaving the page.

Step 6: Select a **Rating** for each standard and associated comments.

Reminder: The standards included in the evaluator assessment reflect the standards selected on the Required Standards form for partial year evaluations. Full and Induction evaluations will include all standards.

Note: State guidelines require comments for each standard for induction years and on any standard rated unsatisfactory or needs improvement.

Home Districts & Schools Evaluations Reports

Principal (Elementary) Sweetgrass2492

2018-2019 Evaluation | Sweetgrass2492 County School District | PADEPP [Correction](#)

Status
Settings

CONFERENCES

Orientation Conference
Mid-Year Conference
End-of-Year Conference
Annual Assurances

EVALUATION

Required Standards
Observations
Principal Professional Development Plan
Assessments
Attachments
Results

Educator Profile

Principal Evaluator Assessment

[Back](#)

The Evaluator Assessment allows a principal evaluator to rate and make comments on the evaluated standards.

- N/A** - This rating has not been made
- E** - Exemplary
- P** - Proficient
- NI** - Needs Improvement
- U** - Unsatisfactory

Domain Ratings

Performance Standard	Principal's Self-Assessment	Rating	Comments
Standard 2: Instructional Leadership	E	NA	
Standard 8: Staff Development	P	NA	
Standard 9: Principal's Professional Development	E	NA	

Additional Comments

Step 7: Enter additional comments, as desired.

Orientation Conference
Mid-Year Conference
End-of-Year Conference
Annual Assurances

EVALUATION

Required Standards
Observations
Principal Professional Development Plan
Assessments
Attachments
Results

Educator Profile

Standard 2: Instructional Leadership	E	E	
Standard 8: Staff Development	P	P	
Standard 9: Principal's Professional Development	E	E	comments for standard

Additional Comments

You have 4000 characters remaining

Attachments

Name	Description	Created By
No attachments found.		

Step 8: Supporting documentation can be added as evidence. Click **Choose File** to select an attachment, add a description for the file. If you would like to add more than one file, click **Add**.

CONFERENCES

Orientation Conference

Mid-Year Conference

End-of-Year Conference

Annual Assurances

EVALUATION

Required Standards

Observations

Principal Professional Development Plan

Assessments

Attachments

Results

Educator Profile

Standard 8: Staff Development

P

P

Standard 9: Principal's Professional Development

E

E

comments for standard

Additional Comments

additional comments for the evaluation

You have 3962 characters remaining

Attachments

Name	Description	Created By
No attachments found.		
<div>Choose File</div> No file chosen		<div>+ Add</div>

Overall Summative Rating

N/A

Cancel

Save

Step 9: Select an **Overall Summative Rating** and click **Save**.

EVALUATION

Required Standards

Observations

Principal Professional Development Plan

Assessments

Attachments

Results

Educator Profile

Additional Comments

additional comments for the evaluation

You have 3962 characters remaining

Attachments

Name	Description	Created By
No attachments found.		
<div>Choose File</div> No file chosen		<div>+ Add</div>

Overall Summative Rating

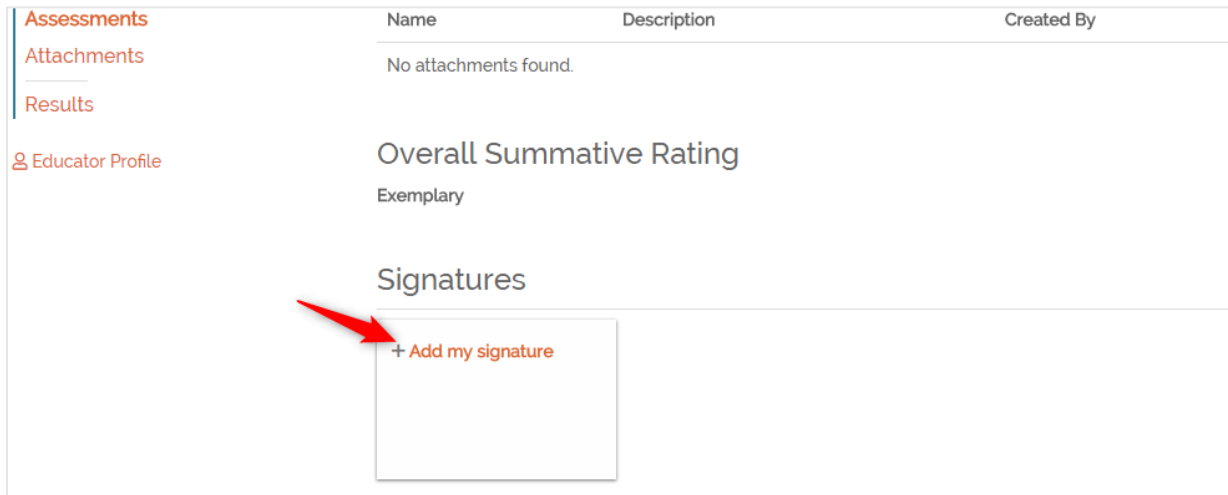
N/A

Cancel

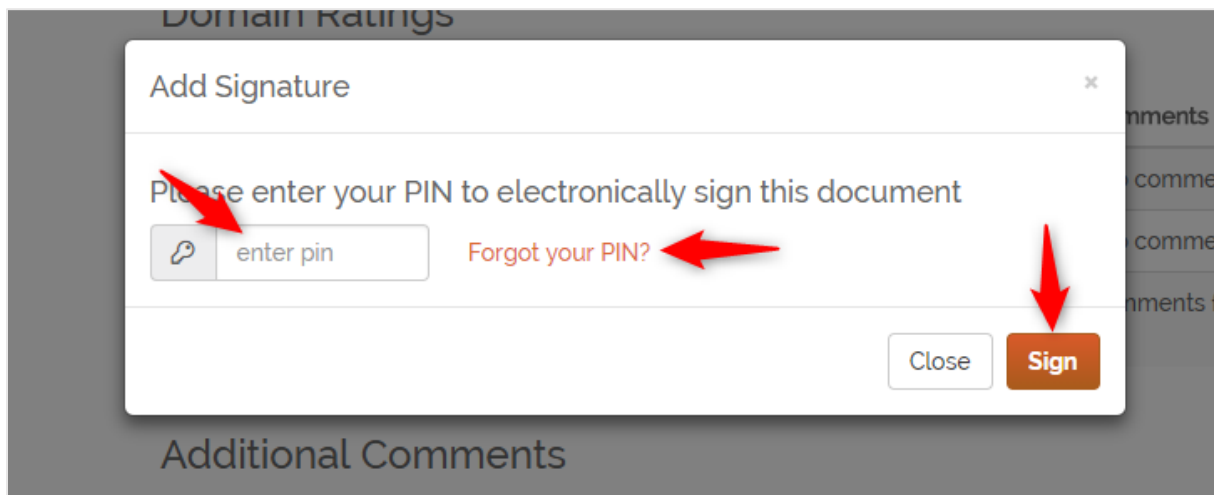
Save

Step 10: Click **Add my signature** to complete the evaluator assessment.

Note: The signature is required; however, adding your signature does not share the evaluator assessment with the Principal.



Step 11: Enter your PIN in the **Enter PIN** box. If you do not remember your PIN, click **Forgot your PIN?** and the system will display your PIN. Click **Sign**.



Contact SCLead.org support if you have problems accessing or completing the evaluator assessment.

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