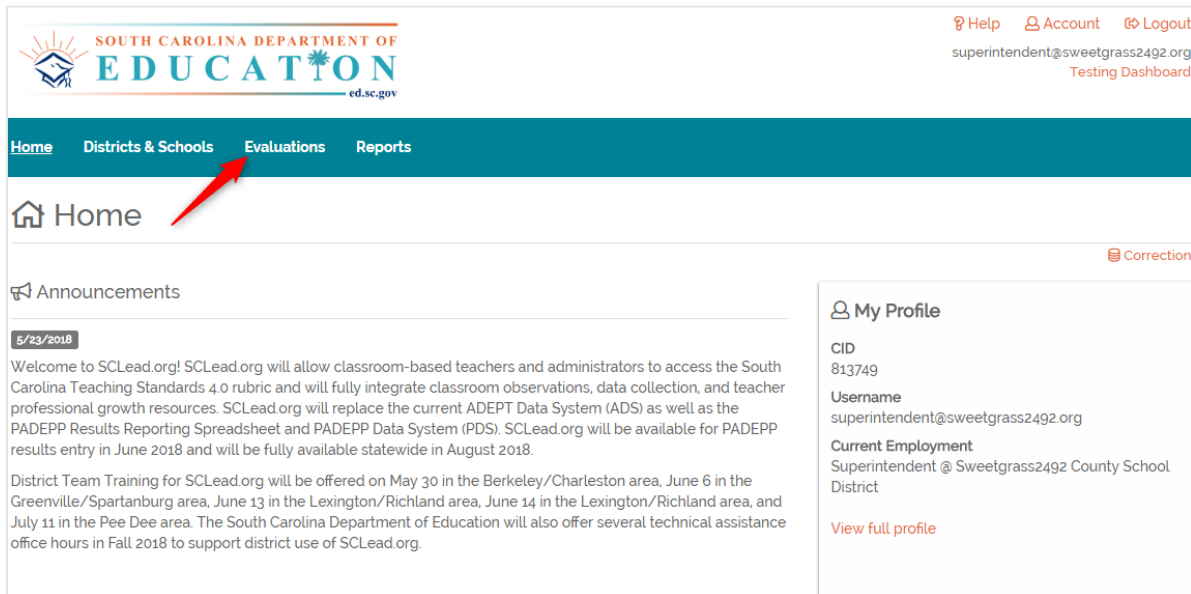


## PADEPP – Evaluator Completion of Observations

SCLead.org allows the evaluation team to record observations for the PADEPP evaluation. Please refer to state guidelines for information on conducting high-quality school visits.

**Reminder:** Observations entered in SCLead.org are not shared with the Principal.

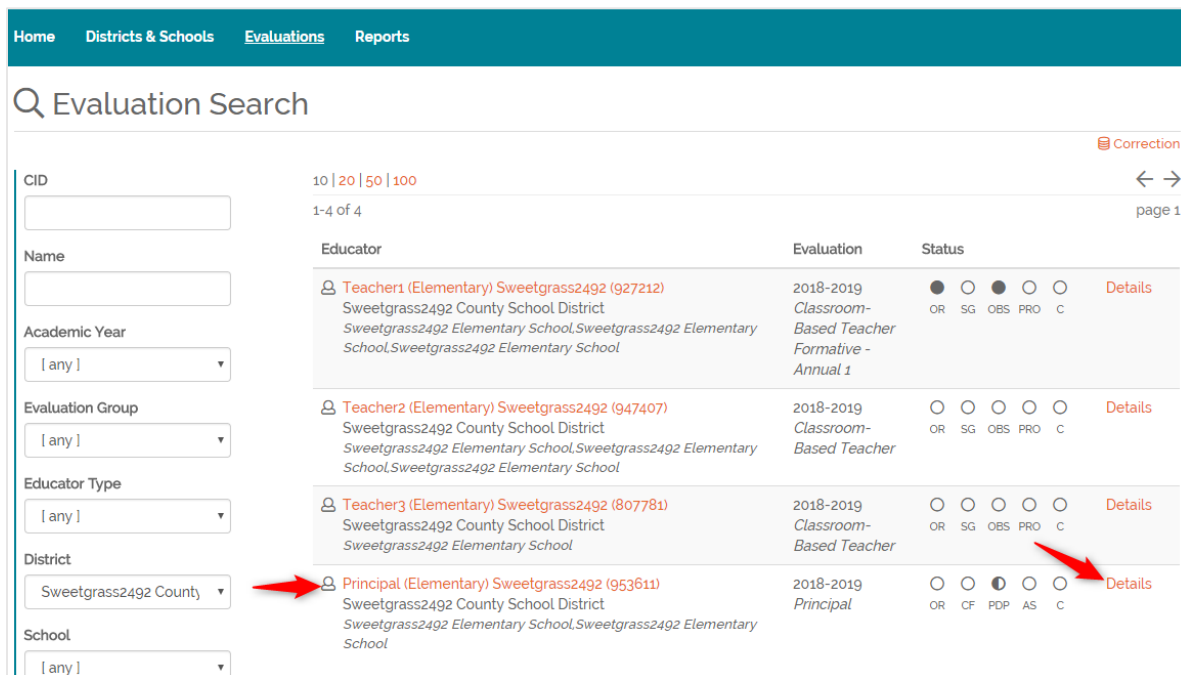
**Step 1:** Click **Evaluations** in the navigation menu bar.



The screenshot shows the SCLead.org homepage. At the top, there is a header with the South Carolina Department of Education logo and navigation links: Home, Districts & Schools, Evaluations, and Reports. A red arrow points to the 'Evaluations' link. Below the navigation bar, there is a 'Home' section with a house icon. To the right, there is a 'My Profile' section showing user information: CID 813749, Username superintendent@sweetgrass2492.org, and Current Employment Superintendent @ Sweetgrass2492 County School District. A 'View full profile' link is also present.

**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 SCLead.org Evaluation Search page. The 'Evaluations' link in the top navigation bar is highlighted. Below the navigation bar, there is a search bar and a table of evaluation records. The table has columns for CID, Name, Academic Year, Evaluation Group, Educator Type, District, School, Educator, Evaluation, Status, and Details. A red arrow points to the 'Details' link for the Principal record.

CID	Name	Academic Year	Evaluation Group	Educator Type	District	School	Educator	Evaluation	Status	Details
10   20   50   100		[ any ]	[ any ]	[ any ]	Sweetgrass2492 County	[ any ]	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 SG OBS PRO C	Details
1-4 of 4							Teacher2 (Elementary) Sweetgrass2492 (947407) Sweetgrass2492 County School District Sweetgrass2492 Elementary School, Sweetgrass2492 Elementary School, Sweetgrass2492 Elementary School	2018-2019 Classroom-Based Teacher	OR SG OBS PRO C	Details
							Teacher3 (Elementary) Sweetgrass2492 (807781) Sweetgrass2492 County School District Sweetgrass2492 Elementary School	2018-2019 Classroom-Based Teacher	OR SG OBS PRO C	Details
							Principal (Elementary) Sweetgrass2492 (953611) Sweetgrass2492 County School District Sweetgrass2492 Elementary School, Sweetgrass2492 Elementary School	2018-2019 Principal	OR CF PDP AS C	Details

### Step 3: Click **Observations**.

[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 Conference100%

Mid-Year Conference100%

End-of-Year Conference

Professional Development Plan

Principal Professional Development Plan68%

Assessments

Self-Assessment

Principal's Summative Evaluation Form

44

Overall Completion Progress

Evaluation Team

[Add Evaluator](#)

Member	Role	Permissions	Assignment Level	
Superintendent Sweetgrass2492	Evaluation Chair	Observations	District-Level	<a href="#">Remove</a>
District/Lead Sweetgrass2492	Evaluator	Observations	District-Level	<a href="#">Remove</a>

### Step 4: Click **Add Observation**.

[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

Observations

[Add Observation](#) [Restore](#)

The principal evaluation instrument is based on standards and criteria that have been adopted by the SBE.

Each standard is important in principal evaluation because each encompasses a core, fundamental area of principals' practice. The nine standards are deeply interconnected as a principal's practice in one area can influence their practice in other areas. Further, principals may need to focus on particular standards depending on the needs of the school each year. Because of this, the standards are not weighted. It is imperative that the principal and evaluator collaborate and determine the standards of focus and priority at the beginning of each school year.

There are no observations.

**Step 4:** Enter the Observation date, semester, check if announced and click **Submit**.

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

### Add Observation

[Back](#)

**Observation Date**  
The date the observation will take place  
mm/dd/yyyy

**Observer**  
The person doing the observation  
Superintendent Sweetgrass2492

**Semester**  
The semester the observation took place in  
N/A

**School**  
The school the observation took place at  
Sweetgrass2492 Elementary School

**Announced?**  
Whether or not the observation is announced  
☐

[Submit](#) [Cancel](#)

**Step 5:** Click on each Standard to enter observation ratings, comments and evidence.

**Reminder:** All standards will show for the Full and Induction evaluation scopes. The standards checked in the Required Standards from will determine which Standards are included if the evaluation scope is Partial.

Home Districts & Schools Evaluations Reports

Principal (Elementary) Sweetgrass2492

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

**Basic Details**

**STANDARDS**  
Standard 2 ⓘ NR  
Standard 8 ⓘ NR  
Standard 9 ⓘ NR

[Back to observations](#)

### Observation Details

The principal evaluation instrument is based on standards and criteria that have been adopted by the SBE.

[Back](#) [Edit](#) [Remove](#) [Delete](#)

**Type**  
The type of observation  
Observation

**Semester**  
The semester the observation took place in  
Fall Semester

**Observation Date**  
The date the observation will take place  
9/6/2018 2:44:00 PM

**Observer**  
The person who is observing the educator  
Superintendent Sweetgrass2492

**Step 6:** Enter Evidence and Supporting Data for each Criterion of the standard, as applicable. Attachments can be added as well. Select and overall rating for the Standard and click **Save**.

Basic Details

STANDARDS

Standard 2 ⓘ NR

Standard 8 ⓘ NR

Standard 9 ⓘ NR

← Back to observations

Attachments

Name

No file chosen

Criterion 2.6 Preparation of Students

<p><b>Exemplary</b></p> <p>Collaborates with teachers and staff on a regular basis to promote the preparation of students to live productively in and contribute to the diverse cultural contexts of a global society.</p>	<p><b>Proficient</b></p> <p>Collaborates with teachers and staff to promote the preparation of students to live productively in and contribute to the diverse cultural contexts of a global society.</p>	<p><b>Needs Improvement</b></p> <p>Rarely collaborates with teachers and staff to promote the preparation of students to live productively in and contribute to the diverse cultural contexts of a global society.</p>
--	--	--

Evidence/Supporting Data

Attachments

Name

No file chosen

Standard 2 Rating

N/A

Complete Step 5 and 6 for each required standard.

**Step 7:** Click **Basic Details** to mark the observation as complete.

Home

Districts & Schools

Evaluations

Reports

Principal (Elementary) Sweetgrass2492

2018-2019 Evaluation | Sweetgrass2492 County School District | PADEPP

Correction | Print to PDF

Basic Details

STANDARDS

Standard 2 ⓘ E

Standard 8 ⓘ E

Standard 9 ⓘ P

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Standard 9: Principal's Professional Development

An effective educational leader fosters the academic success and well-being of each student by using available resources and opportunities for professional growth.

Criterion 9.1 Principal Professional Development Plan

<p><b>Exemplary</b></p> <p>Develops and implements an appropriate annual professional development plan on the basis of three required areas: identified strengths and weaknesses, the district strategic or school renewal plan, and area(s) of student growth.</p>	<p><b>Proficient</b></p> <p>Develops and implements a plan for professional development on the basis of two of the three required areas.</p>	<p><b>Needs Improvement</b></p> <p>Develops and implements plan for professional development on the basis of one of the three required areas.</p>
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Evidence/Supporting Data

Evidence and supporting data for Criterion 9.1

**Step 8:** Click **Edit**.

Home Districts & Schools Evaluations Reports

## Principal (Elementary) Sweetgrass2492

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

**Basic Details**  
STANDARDS  
Standard 2 ⓘ E  
Standard 8 ⓘ E  
Standard 9 ⓘ P  
[← Back to observations](#)

**Observation Details**

The principal evaluation instrument is based on standards and criteria that have been adopted by the SBE.

[⌕ Back](#) [✎ Edit](#) [🗑 Remove](#) [🗑 Delete](#)

Type The type of observation Observation

Semester The semester the observation took place in Fall Semester

Observation Date The date the observation will take place 9/6/2018 2:44:00 PM

**Step 9:** Select **Complete** for the status and click **Submit**.

Home Districts & Schools Evaluations Reports

## Principal (Elementary) Sweetgrass2492

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

**Basic Details**  
STANDARDS  
Standard 2 ⓘ E  
Standard 9 ⓘ P  
[← Back to observations](#)

**Edit Observation Details**

[⌕ Back](#)

Observation Date The date the observation will take place 09/06/2018 2:44 PM

Observer The person doing the observation Superintendent Sweetgrass2492

Status The person doing the observation In Progress Not Started In Progress **Completed**

Semester The semester the observation took place in

School The school the observation took place at Sweetgrass2492 Elementary School

Announced? Whether or not the observation is announced ☒

[Submit](#) [Cancel](#)

The observation is now considered complete and can serve as specific evidence of the Principal's practice; however, the observation will not be visible to the Principal.

*Contact SCLead.org support if you have problems accessing or completing the Conference Forms.*

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