

## PADEPP – Principal Completion of Self Assessment

The principal will need to complete a Self Assessment as part of the PADEPP evaluation process. The Self-Assessment will be available in SCLead.org for completion after the Mid-Year Conference form has been signed by the evaluator and principal. This guide will provide steps to complete the Self Assessment.

**Step 1:** To access your evaluation, click **View full profile** in the **My Profile** section of the home page.

**Home** Districts & Schools Evaluations Reports

**Home**

Announcements

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 professional growth resources. SCLead.org will replace the current ADEPT Data System (ADS) as well as the PADEPP Results Reporting Spreadsheet and PADEPP Data System (PDS). SCLead.org will be available for PADEPP results entry in June 2018 and will be fully available statewide in August 2018.

District Team Training for SCLead.org will be offered on May 30 in the Berkeley/Charleston area, June 6 in the Greenville/Spartanburg area, June 13 in the Lexington/Richland area, June 14 in the Lexington/Richland area, and July 11 in the Pee Dee area. The South Carolina Department of Education will also offer several technical assistance office hours in Fall 2018 to support district use of SCLead.org.

**My Profile**

CID  
953611

Username  
principal@sweetgrass2492.elementary.org

Current Employment  
Principal @ Sweetgrass2492 Elementary School

[View full profile](#)

**Step 2:** Click **Details** for the current year evaluation record.

**Home** Districts & Schools

**Principal (Elementary) Sweetgrass2492**

Educator Profile

**Profile**

ADDITIONAL  
Education  
Training

LICENSURE  
Experience  
Employment  
Certification

Principal (Elementary) Sweetgrass2492  
953611

**Evaluations**


Year	District	Model	Type	Level	Details
2018-2019	Sweetgrass2492 County School District	PADEPP	Principal	Unknown	<a href="#">Details</a>

### Step 3: Click **Assessments**.

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

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  
[Principal Professional Development Plan](#)  
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### Overall Status

**Conferences**

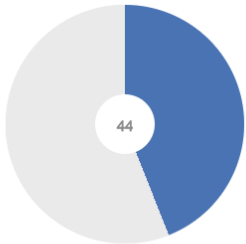
Orientation Conference	100%
Mid-Year Conference	100%
End-of-Year Conference	0%

**Professional Development Plan**

Principal Professional Development Plan	68%
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**Assessments**

Self-Assessment	0%
Principal's Summative Evaluation Form	0%



Overall Completion Progress

### Evaluation Team

Member	Role	Permissions	Assignment Level
Superintendent Sweetgrass2492	Evaluation Chair	Observations	District-Level
District (User) Sweetgrass2492	Evaluator	Observations	District-Level


Created 7/24/2018 1:22:40 PM by 109417

### Step 4: Click **Start Self Assessment**.

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Principal (Elementary) Sweetgrass2492

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

[Status](#)  
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CONFERENCES  
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EVALUATION  
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### 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.

Start Self Assessment

#### 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.

A evaluation team chair can create the Summative Evaluation Form.

**Step 5:** Click **Edit**.

The screenshot shows the 'Principal Self-Assessment' form for Principal (Elementary) Sweetgrass2492. The left sidebar contains navigation links: Status, Settings, CONFERENCES (Orientation Conference, Mid-Year Conference, End-of-Year Conference, Annual Assurances), EVALUATION (Principal Professional Development Plan, Assessments, Attachments), and Educator Profile. The main content area has a title 'Principal Self-Assessment' and a description: '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.' Below this is a yellow box with a warning icon and text: '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.' A red arrow points to the 'Edit' button next to the 'Back' button. Below the warning box is a 'Domain Ratings' table with columns 'Performance Standard', 'Rating', and 'Comments'. The table lists three standards: Standard 2: Instructional Leadership, Standard 8: Staff Development, and Standard 9: Principal's Professional Development, all with a rating of 'NR' and no comments.

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

Enter the data for the self assessment. If you need to leave the page, please make sure to click **Save** at the bottom of the page. The self assessment will not be shared with the evaluator(s) until the principal has electronically signed the self assessment form.

**Step 6:** Select a rating for each standard. Enter comments, as applicable, for each standard.

The screenshot shows the 'Principal Self-Assessment' form for Principal (Elementary) Sweetgrass2492. The left sidebar is the same as in the previous screenshot. The main content area has a title 'Principal Self-Assessment' and a description: '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.' Below this is a list of ratings: N/A - This rating has not been made, E - Exemplary, P - Proficient, NI - Needs Improvement, U - Unsatisfactory. Below the list is a 'Domain Ratings' table with columns 'Performance Standard', 'Rating', and 'Comments'. The table lists three standards: Standard 2: Instructional Leadership, Standard 8: Staff Development, and Standard 9: Principal's Professional Development. Each standard has a dropdown menu for the rating (currently set to 'NA') and a text box for comments. Red arrows point to the 'Rating' and 'Comments' columns. Below the table is an 'Additional Comments' section with a text box.

Performance Standard	Rating	Comments
Standard 2: Instructional Leadership	NA	
Standard 8: Staff Development	NA	
Standard 9: Principal's Professional Development	NA	

**Step 7:** Add additional comments or reflection for evaluation.

The screenshot shows a web interface for an evaluation. On the left is a sidebar with links: Mid-Year Conference, End-of-Year Conference, Annual Assurances, EVALUATION, Principal Professional Development Plan, Assessments, Attachments, and Educator Profile. The main content area is titled 'Domain Ratings' and contains a table with three rows. Each row has a 'Performance Standard', a 'Rating' dropdown, and a 'Comments' text area. The first row is 'Standard 2: Instructional Leadership' with rating 'E' and 'standard comments'. The second row is 'Standard 8: Staff Development' with rating 'P' and an empty comment box. The third row is 'Standard 9: Principal's Professional Development' with rating 'E' and 'standard comments'. Below the table is a section titled 'Additional Comments' with a large text area and a message 'You have 4000 characters remaining'. A red arrow points to this section. Below that is an 'Attachments' section with a table header (Name, Description, Created By) and the text 'No attachments found.' At the bottom of the attachments section are a 'Choose File' button, a text field 'No file chosen', and a '+ Add' button.

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

**Additional Comments**

You have 4000 characters remaining

**Attachments**

Name	Description	Created By
No attachments found.		

[Choose File](#) No file chosen [+ Add](#)

**Step 8:** Add evidence or supporting documents, as desired. Click **Choose file** to select the file from your computer. Add a description. Click **Add** to add another file.

This screenshot shows the same evaluation form as before, but with the 'Additional Comments' section filled with the text 'additional comments or reflection for self assessment'. The 'Attachments' section is now the focus. It shows the same table header and 'No attachments found.' text. Below the table, there are three red arrows pointing to the 'Choose File' button, the 'Description' text field, and the '+ Add' button respectively. The 'Overall Summative Rating' section is visible at the bottom, showing a dropdown menu with 'N/A' selected. At the very bottom right are 'Cancel' and 'Save' buttons.

**Additional Comments**

additional comments or reflection for self assessment

You have 3946 characters remaining

**Attachments**

Name	Description	Created By
No attachments found.		

[Choose File](#) No file chosen [+ Add](#)

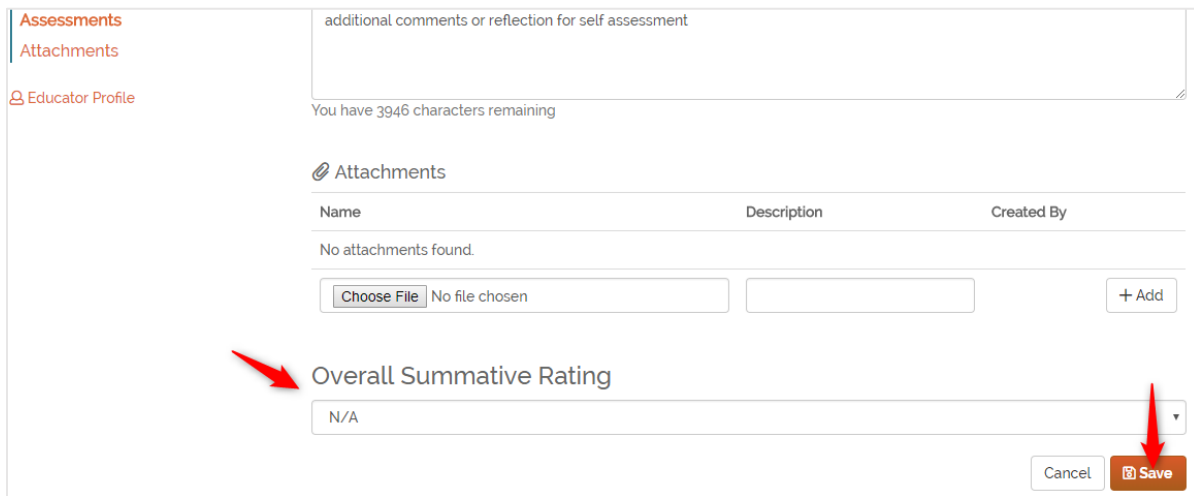
**Overall Summative Rating**

N/A

[Cancel](#) [Save](#)

**Reminder:** Clicking **Save** will not share the self assessment with your evaluator(s). The self assessment will only be shared once you have added your electronic signature.

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



The screenshot shows a web form with a sidebar on the left containing links for 'Assessments', 'Attachments', and 'Educator Profile'. The main content area has a text box for 'additional comments or reflection for self assessment' with a character count of 3946. Below this is an 'Attachments' section with a table header (Name, Description, Created By) and a message 'No attachments found.' There is a 'Choose File' button and a '+ Add' button. The 'Overall Summative Rating' section has a dropdown menu currently showing 'N/A'. A red arrow points to this dropdown. At the bottom right, there are 'Cancel' and 'Save' buttons. Another red arrow points to the 'Save' button.

Assessments  
Attachments  
Educator Profile

additional comments or reflection for self assessment

You have 3946 characters remaining

Attachments

Name	Description	Created By
No attachments found.		

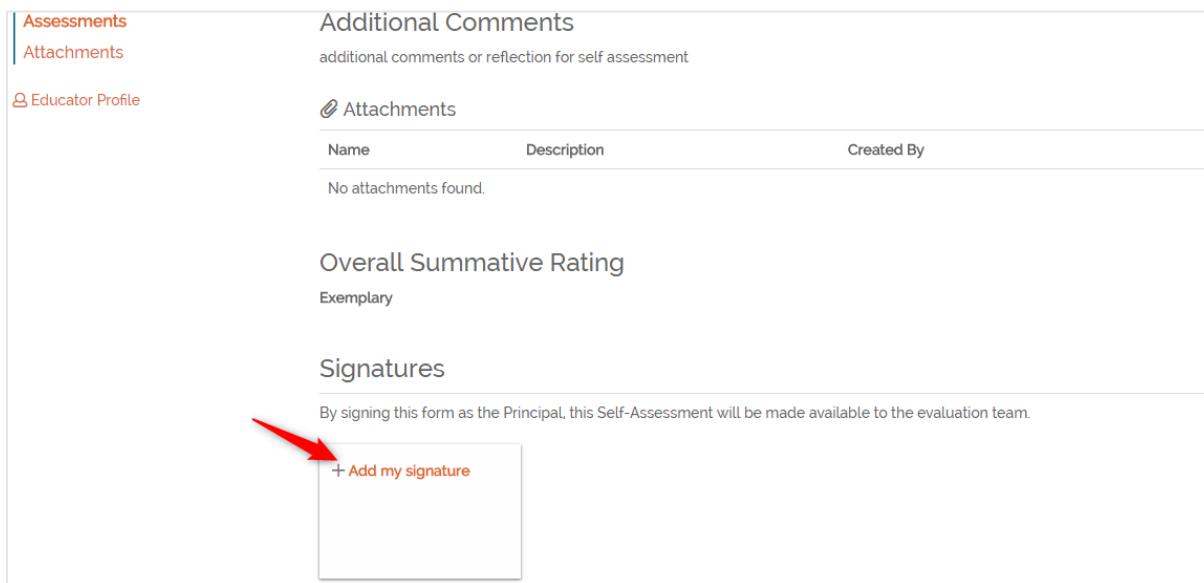
Choose File No file chosen + Add

Overall Summative Rating

N/A

Cancel Save

**Step 10:** Once your self assessment is complete and you are ready to share with your evaluator(s), click **Add my signature**.



The screenshot shows the same web form as before, but now the 'Overall Summative Rating' dropdown menu is set to 'Exemplary'. Below this is a 'Signatures' section with a message: 'By signing this form as the Principal, this Self-Assessment will be made available to the evaluation team.' There is a button labeled '+ Add my signature'. A red arrow points to this button.

Assessments  
Attachments  
Educator Profile

Additional Comments

additional comments or reflection for self assessment

Attachments

Name	Description	Created By
No attachments found.		

Overall Summative Rating

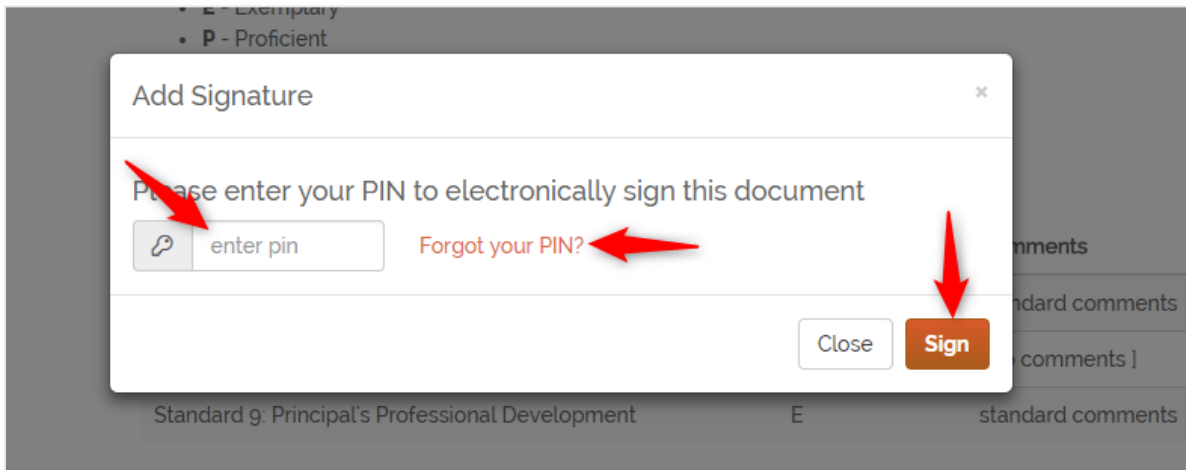
Exemplary

Signatures

By signing this form as the Principal, this Self-Assessment will be made available to the evaluation team.

+ Add my signature

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



The screenshot shows a modal dialog box titled "Add Signature" with a close button (X) in the top right corner. The main text inside the dialog reads "Please enter your PIN to electronically sign this document". Below this text, there is a PIN entry field consisting of a small icon of a person and the text "enter pin". To the right of the entry field is a red link that says "Forgot your PIN?". At the bottom right of the dialog are two buttons: a "Close" button and a "Sign" button. Three red arrows are overlaid on the image: one points to the PIN entry field, another points to the "Forgot your PIN?" link, and a third points to the "Sign" button. The background of the page is dimmed and shows some text like "Standard 9: Principal's Professional Development" and "standard comments".

*Contact [SCLead.org](http://SCLead.org) support if you have problems accessing or completing the self assessment.*

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