**SCLead.org**

**South Carolina Leadership, Effectiveness, Advancement, and Development (SCLEAD)**

**Data Management System**

**Business Rules**

**and**

**District Training Resources**





## Welcome to sclead.org

South Carolina has been a national leader in using standards for professional practice to support the growth of educators. Over the past two years, the state has revised its teacher evaluation system, Expanded Assisting, Developing, and Professional Teaching (ADEPT), and its principal evaluation process, the Program for Assisting, Developing, and Evaluating Principal Performance (PADEPP). To support these new evaluation systems, the South Carolina Department Education (SCDE) will deploy a new online data management system, SCLead.org, which will house all teacher and principal evaluation data and support meaningful feedback and reflection on professional growth.

Use of SCLead.org will allow classroom-based teachers and administrators to access the state’s new professional practice assessment tool, the *South Carolina Teaching Standards 4.0* rubric (SCTS 4.0), and will fully integrate classroom observations, data collection, and teacher professional growth resources. SCLead.org will accept PADEPP results staring June 2018, and replace the current ADEPT Data System (ADS) in August 2018.

In this document you will find the following to assist with use of SCLead.org.

* Summary of new features in SCLead.org not formerly in the ADEPT Data System (ADS)
* Summary of Required and Optional SCLead.org functions
* Guidance on business rules and permissions embedded in SCLead.org
* Information that local trainers can use to facilitate local district training
* Suggested training agenda for district roll-out

Refer to Appendix A for acronyms used throughout this document.

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## ADEPT/PADEPP Data Systems and SCLead.org

All data formerly stored in the ADS and on PDS/PADEPP spreadsheets will now be stored in SCLead.org. All system functionality currently in both systems, as well as enhancements to the accessibility teacher and principal evaluation data, will be available through SCLead.org.

The system has been designed to be user-friendly and widely accessible.

* SCLead.org supports the current and previous three

versions of most common browsers.

* Each user has unique login credentials.
* Electronic signatures are used to enhance data

security.

* Educators can upload evidence, documents,

surveys, forms and other electronic documents related to

teacher or principal evaluation.

* SCLead.org does not require a specific device, hardware,

or computer type to access the system.

* SCLead.org compiles and computes domain scores and

evaluation composite scores that reflect domain ratings.

## System comparison

The charts below display the differences between the former ADS and PADEPP data collection systems and the new SCLead.org data management system.

| Moving From ADS | ……… | To SCLead.org |
| --- | --- | --- |
| Accessible by district-level staff only |  | **Accessible by**   * **District-level staff** * **Teachers** * **Principals** * **Mentors** * **EPPs/Colleges/Universities** |
| Stored only SAFE-T teacher and special area  evaluation summary data |  | **Stores summary data related to**   * **District ADEPT Plan** * **PADEPP evaluation data** * **Special area and teacher evaluation data** * **SLO process and scores** * **All SCTS 4.0 forms** * **Evaluation process signatures** * **Certification information** |
| Stored names of certified SAFE-T evaluators and Mentors in system |  | * **Includes credentials for all roles** * **Linked to NIET database for up-to-date roster of SCTS 4.0 certified evaluators** * **Includes rosters of trained mentors, PADEPP evaluators** |
| Accessible only through SCDE Member Center |  | **Accessible through any internet**  **connection** |

| Moving From PDS | ……… | To SCLead.org |
| --- | --- | --- |
| Accessible by District-level and SCDE staff |  | **Accessible by**   * **PADEPP DA’s and DU’s** * **Principals** * **Superintendents** |
| Data stored in PDS system and PADEPP Results Reporting Spreadsheets |  | **PADEPP Data stored in SCLead.org**  **SCLead.org** |

## REQUIRED sclead.org functions FOR TEACHER AND SPECIAL AREA EVALUTIONS

Districts are required to report annually through SCLead.org

* overall effectiveness ratings (Met/Not Met),
* observation results at the indicator level, and
* student learning objective scores.

District-level users (D), Principal or their designee (P), Evaluation Team members (E) and Teachers or Special Area Educators (T/SE) **MUST USE** SCLead.org for the following evaluation activities conducted during each academic year.

1. Enter the district ADEPT plan (D)
2. Verify attendance at ADEPT annual Orientation (D or P, T/SE)
3. Assign evaluation team members for teachers being evaluated (D or P)
4. Enter feedback on observation data, including indicator scores (P, E)
5. Enter SLO summary score (P)
6. Enter professionalism rating (P)
7. Enter professionalism self-rating (T/SE)
8. Sign evaluation results using PIN (P or E, T/SE)

## SUGGESTED sclead.org functions FOR TEACHER AND SPECIAL AREA EVALUTIONS

District-level users (D), Principal or their designee (P), Evaluation Team members (E) and Teachers or Special Area Educators (T/SE) **MAY USE** SCLead.org to facilitate all users to complete the additional required steps in the evaluation process.

1. Observation Process
   1. Document pre-conference (for announced observations) (P, E)
   2. Enter scores and area of reinforcement and refinement from each SCTS 4.0 evaluation-related observation (P, E)
   3. Enter self-score from each SCTS 4.0 evaluation-related observation (T/SE)
2. SLO Process
   1. Enter SLO progress monitoring and reflection (T/SE)
   2. Approve SLO growth targets and document required conferences (P)
3. Professionalism

Enter professionalism self-rating (T/SE)

## OPTIONAL sclead.org functions

Districts (D), principals (P), evaluation team members (E) and teachers (T/SE) **MAY USE** SCLead.org for the following evaluation activities conducted during each academic year.

1. District-level announcements on SCLead.org (D)
2. Store/Upload evaluator scripts from observations (P)
3. Enter data on walkthroughs using SCTS 4.0 rubric (P)
4. Print evaluation-related documents (P, E, T/SE)

## District Business Rules

Each district must create and communicate local business rules to support both ADEPT and PADEPP evaluations that meet SCDE Guidelines for evaluation. Questions about the applicability of local rules should be forward to your district’s regional OEELD contact.

Orientations

For Expanded ADEPT, all Induction contract teachers must receive comprehensive orientation to the formative evaluation process. In addition, all teachers scheduled for summative evaluation must receive a comprehensive orientation to the evaluation process prior to beginning the evaluation. The orientation must include, at minimum, written and oral explanations of the SCTS instrument or SCDE-approved alternative instrument, the evaluation process, the evaluation timeline, the criteria for successfully completing the evaluation, and the intended use of the evaluation results. Finally, in districts using the SCTS rubric, teachers must participate in the SCDE approved one-day teacher rubric training before their first summative evaluation. This may occur during their induction year or any time prior to the first summative evaluation using SCTS.

For Expanded PADEPP, The process of assessment through coaching begins with building a trusting relationship between the evaluator and the principal. They must establish a shared understanding of the purpose of coaching; confirm confidentiality, identify plans for communication, and clarify specific goals and focus areas. This planning process is supported by the Principal Professional Development Plan. The principal’s responsibilities in this phase include attending the Orientation Conference with the evaluator by September 15 and discussing opportunities for evaluator’s school visits. Since the standards are not weighted, it is imperative that the evaluator communicate the areas of focus and priorities to the principal during the Orientation Conference to ensure this process is fair and transparent.

District-level ADEPT Plan Decisions for Teacher and Special Area Evaluations

Before any data is entered in SCLead.org, districts have certain decisions to make related to their annual ADEPT plan. The entry of these parts of the ADEPT plan in SCLead.org will determine how evaluation scores are calculated and the accuracy of evaluation data and forms available to teachers and principals in the district.

1. Evaluation instrument by educator group (teacher, principal, special area educators)
2. Use of SCLead.org to store all SLO data and documentation or only SLO summary form
3. Evaluation scoring approach for SCTS 4.0 (i.e., consensus or average, local measures)
4. Use of district-choice measures that factor into evaluation (e.g. Value-added measures or survey data)
5. Evaluation timeline

District-level Forms and Business Rules

Districts may make their own decisions about how and where to store process data. All of the required steps of the process and forms are built into SCLead.org, but districts should decide and communicate:

1. Parts of the evaluation process that will be stored in SCLead.org (scripting, documentation, SLO progress monitoring, additional PGDP documentation, etc.)
2. Parts of the evaluation process that will be documented offline/outside of SCLead.org (if applicable)

**Reminder**:

To facilitate the use of SCLead.org, districts should maintain accurate district and school staffing lists in PCS and CPS (SCLead.org pulls data from these systems and they must be accurate)

## SCLead.org Permissions

Below is a summary of read/write permissions granted in SCLead.org. Feedback on the level of read/write access was collected from stakeholders in various districts and reflects access currently granted in the evaluation process.

| User | Permissions |
| --- | --- |
| State-level PADEPP/ADEPT | All historical teacher and principal evaluation summaries, observation indicator scores, SLO Scores, evaluation progress by school, and PD Resources |
| Superintendent/District ADEPT and PADEPP Administrators | All district historical teacher and/or principal evaluation summaries, all teacher and principal process documents, evaluation progress by school and evaluator, PD Resources |
| Principals | School historical teacher evaluation summaries for the past 5 years, all teacher and principal process documents, evaluation progress by evaluator, PD Resources, his/her own evaluation process documents and historical data |
| Evaluators | Current year evaluation process documents for educators you are evaluating, PD Resources, his/her own evaluation process documents and historical data |
| Teacher Mentors | Current year SLO document for mentees, PD Resources, his/her own evaluation process documents and historical data |
| Educators | Current year evaluation process documents, PD Resources, his/her own historical evaluation data |

## Expanded ADEPT calendar

Below is the Expanded ADEPT calendar that highlights major activities that must occur during each academic year. While some activities are conducted at the district-level, all staff should be aware of required evaluation activities and when they should occur. Questions regarding district-level business rules should be directed to your district’s ADEPT Coordinator.

| Date | Activity |
| --- | --- |
| April – June | * **Check to ensure enough evaluators are SCTS 4.0 certified** * **Schedule additional SCTS evaluator trainings at the district level to ensure availability of evaluators for next school year** * **Review implementation feedback and complete ADEPT Plan for next year** |
| July - September | * **Conduct district-wide evaluator training, orientation, and review of SCLead.org functionality and requirements** * **Conduct district-wide evaluation orientation for educators including review of SCLead.org functionality and requirements** * **Confirm evaluation teams are set by district or school-level personnel** * **Monitor principal/teachers signatures for SLO target (s) completion** * **Confirm all teams have scheduled announced preliminary evaluation cycle observations** |
| Mid-October through January | * **Enter Initial (e.g., current year’s contract level and evaluation type) data in SCLead.org** * **Confirm that Preliminary evaluation cycle pre-conference(s), observation(s) and post-conferences (s) occur at school-level. The minimum number of required observations is defined by contract level.** * **Conduct SCTS evaluator trainings at the district level, as needed** * **Conduct evaluation orientation and training on SCLead.org functionality and requirements for new hires, as needed.**   **NOTE:**  **The PCS window usually closes in early November. At this point, any new hires have to be manually added in SCLead.org using the “Add Educator Feature” in SCLead.org.** |
| February through April | * **Initial data entry of contract levels for current academic year ends (Feb 15)** * **All data for fully certified Induction 1 teachers due in SCLead.org (February Induction count for ADEPT funding)** * **Final evaluation cycle pre-conference(s) and observation(s) occur** * **Evaluators submit evaluation results in SCLead.org** * **SCLead.org will open for End-of-Year evaluation data entry** |
| May through June | * **All districts must enter or confirm current year’s evaluation results and next year’s contract and evaluation type** * **Districts confirm ADEPT educators who have had two unsuccessful Annual Summative evaluations.** * **Last day to submit End-of-Year evaluation data in SCLead.org (June 20)** |

## District-level sclead.org COMMUNICATION SUGGESTIONS

While each district will approach staff training in a manner best suited for educators in their local districts, the following training activities should be incorporated into evaluation orientations and district communication plans

**June - August**

* Overview of SCLead.org for all educators
* Registration of all district and school-level users
* Communicate technical questions to SCLead.org Help Desk
* Refer to SCDE announcements in SCLead.org for system updates and new features
* Share system updates and new features with district and schools

**August – December**

* School or district-level registration and trainings for late hires
* Communicate technical questions to SCLead.org Help Desk
* Refer to SCDE announcements in SCLead.org for system updates and new features
* Share system updates and new features with district and schools

**January - May**

* Continue trainings as needed
* Refer to SCDE announcements in SCLead.org for system updates and new features

## State-level sclead.org training SUPPORTS

The South Carolina Department of Education (SCDE) will host a series of on-site SCLead.org train-the-trainer sessions in Summer 2018 to ensure districts have a cohort of trainers to facilitate local use of the data management system. Thereafter, SCDE may conduct state-level trainings to share system updates or modifications to system functionality.

It is each district’s responsibility to train their local school and district staff and ensure proper use of the database. Districts should use the on-demand training resources available in SCLead.org for local training. These resources provide all the necessary know-how to access and use the resources within SCLead.org.

The links below should be checked periodically to determine if any future SCDE trainings in support of SCLead.org have been announced.

[**OEELD Professional Development Webpage**](https://ed.sc.gov/educators/educator-effectiveness/professional-learning/professional-learning-opportunities/)

*Contains links to SCLead.org and other OEELD trainings related to teacher and principal evaluation.*

[**SCLead.org Homepage**](https://sclead.org/)

*Contains educator evaluation data and resources, links to on-demand training videos by school role (e.g., principal, teacher, EPP, PADEPP) and written protocols for registration and using the system.*

## District-level sclead.org training outline

All resources available within SCLead.org can be accessed on-demand or in a blended training environment. The outline below is to support your district’s plan for SCLead.org training. Each district will train in a manner that suits their context and local business rules.

Note: *The training outline below assumes that all district set-up has been completed at the district-level. They can be split up by time of year or covered all together.*

1. Welcome and purpose
2. SCLead.org Overview (play 12-minute overview Vimeo presentation)
3. User Self-Registration (Name, DOB, CID, Last 4 of SSN required of each user)
4. Verify district/school Evaluation Orientation completion

Begin Evaluation Process (These activities usually occur during the preliminary cycle.)

1. Entering SLO Preliminary conference data (*Optional. Your district may another system to capture SLO data*).
2. Entering feedback and documentation for Pre-conferences (when applicable)
3. Entering observation process notes (e.g. scripting and sorting)
4. Entering feedback and documentation for Post-conference
5. Entering teacher self-score for the lesson
6. Uploading SLO mid-course progress data. (*Optional. Your district may another system to capture SLO data*)

Complete Evaluation Process (These activities usually occur during the final cycle).

1. Entering principal Professionalism score
2. Entering teacher Professionalism self-score
3. Entering final SLO score
4. Entering overall final evaluation results

Resources

1. On-demand Help Resources
2. Frontline Professional Development Library
3. Help-line access
4. Survey

## Materials for training

SCLead.org Training Manual SCTS 4.0 Process Manual

SCLead.org 1-page Overview/Benefits Handout SCTS 4.0 Orientation Slides

SCLead.org Overview Video and PowerPoint SCTS 4.0 Rubric

SCLead.org Training Videos

## Appendix A - SCLead.org Acronyms and Sample Survey

| SCLead.org Acronyms | |
| --- | --- |
| ADS | ADEPT Data System |
| EPP | Educator Preparation Provider |
| OEELD | Office of Educator Effectiveness and Leadership Development |
| PADEPP | Program for Assisting, Developing, and Evaluating Principal Performance |
| PADEPP DA | PADEPP District Administrator (Designated by district Superintendent) |
| PADEPP DU | PADEPP District User (Designated by district Superintendent) |
| PDS | PADEPP Data System |
| SCLead | South Carolina Leadership, Effectiveness, Advancement, & Development Data Management System |
| SAFE-T | Summative ADEPT Formal Evaluation of Teachers, the ADEPT instrument being replaced by the SCTS 4.0 |
| SCTS 4.0 | South Carolina Teaching Standards 4.0 (rubric) |

## Sample Survey

This form is optional, but may be used to collect data on local district SCLead.org training.

|  |
| --- |
| **SCLead.org *Teacher* Survey** |

To help us provide training and resources to SCLead.org use, please complete this survey.

| Statement | **Strongly Agree** | **Agree** | **Disagree** | **Strongly Disagree** |
| --- | --- | --- | --- | --- |
| After this training, I know how to register my account in SCLead.org. |  |  |  |  |
| After this training, I know how to access the SCLead.org HELP DESK. |  |  |  |  |
| SCLead.org is aligned with the SCTS 4.0 evaluation process. |  |  |  |  |
| SCLead.org is user friendly. |  |  |  |  |
| I know how my evaluation process will proceed in SCLead.org. |  |  |  |  |
| Are there areas you would like additional training or resources? If yes, please provide details. | | | | |
| Additional comments or suggestions to improve this training. (*Use the back of this form, if needed.)* | | | | |

## Appendix B - Expanded ADEpt scts 4.0 CROSSWALK for sclead.org

**Required State-level Reporting for Classroom-based Teachers**

Annually, districts will report evaluation data to the SBE through SCLead.org:

* overall effectiveness ratings (Met/Not Met),
* observation results at the indicator level, and
* student learning objective scores

**SCLead.org Summative Classroom-based Teacher Evaluation Process**

The SCDE provides additional functionality through SCLead.org to streamline and support the evaluation process. Only the actions highlighted in **GREEN** are required to be reported to the state. Steps highlighted in YELLOW show where the required forms from the Expanded ADEPT process are located in SCLead.org. The steps noted below were pulled the ET4 Process Log and links to SCTS4.0 forms on the OEELD website are also provided for appropriate evaluation steps.

| Evaluation step | Details | Location in SCLead.org |
| --- | --- | --- |
| The teacher received a comprehensive orientation to the Expanded ADEPT (SCTS 4.0 +SLO) process using the  [Student Learning Objective (SLO) and PGDP Template - with SCTS](https://ed.sc.gov/educators/educator-effectiveness/expanded-adept-resources/https-ed-sc-gov-educators-educator-effectiveness-expanded-adept-resources-educator-evaluation-guidance-2018-19/slo-template/). | Districts can bulk add orientation dates for teachers to sign. Observations cannot be added until after orientation dates are entered. | **Evaluation> Orientation** |
| The teacher’s SLO was approved using the [Student Learning Objective (SLO) and PGDP Template - with SCTS](https://ed.sc.gov/educators/educator-effectiveness/expanded-adept-resources/https-ed-sc-gov-educators-educator-effectiveness-expanded-adept-resources-educator-evaluation-guidance-2018-19/slo-template/). | Teacher and SLO approver will review and sign. | **Evaluation>Student growth and professional goals>preliminary conference** |
| Pre-conference,  Observation #1, and  Post-conference were conducted using the [Post-Conference Observation Summary](https://ed.sc.gov/educators/educator-effectiveness/expanded-adept-resources/https-ed-sc-gov-educators-educator-effectiveness-expanded-adept-resources-educator-evaluation-guidance-2018-19/2018-19-post-conference-summary/); [Post-Conference Planning Shee](https://ed.sc.gov/scdoe/assets/File/educators/teacher-evaluations/2017-18_Post-conference_Planning_Sheet.docx)t; and  Pre-Conference Planning Sheet . | Teacher and Evaluator sign the pre-conference. Evaluator and teacher assess the observation separately. The post-conference summary form is available only after the evaluator signs it to release it to the teacher during the conference. | Evaluation>Observation>Post-Conference |
| The teacher submitted the reflection on observation #1 using the [Post-Conference Observation Teacher Reflection.](https://ed.sc.gov/educators/educator-effectiveness/expanded-adept-resources/https-ed-sc-gov-educators-educator-effectiveness-expanded-adept-resources-educator-evaluation-guidance-2018-19/2018-19-post-conference-teacher-reflection/) | Teacher reflects and self-scores. Scores visible to evaluator after signature. | Evaluation>Observation>Self- reflection |
| Pre-conference,  Observation #2, and  Post-conference were conducted. | Teacher and Evaluator sign the pre-conference. Evaluator and teacher assess the observation separately. The post-conference summary form is available only after the evaluator signs it to release it to the teacher during the conference. | Evaluation>Observation>Post-Conference |
| The teacher submitted the reflection on observation #2. | Teacher reflects and self-scores. Scores visible to evaluator after signature. | Evaluation>Observation>Self- reflection |
| The teacher participated in a mid-year SLO check-in. | Teacher will provide reflection and progress monitoring evidence. SLO approver will review and sign. | Evaluation>Student growth and professional goals>mid-course conference |
| (CONSENSUS ONLY) The evaluation team consensus meeting was held. | Evaluation team ensures indicator scores for the first and final cycle of observations and the professionalism domain are correct. | Evaluation>Observation>Consensus meeting |
| (CONSENSUS ONLY) The preliminary evaluation conference was held with the teacher. | Evaluation chair shares indicator scores for observations. Can be combined with mid-course SLO check as appropriate. |  |
| Observation #3 and  Post-conference were conducted. | Evaluator and teacher assess the observation separately. The post-conference summary form is available only after the evaluator signs it to release it to the teacher during the conference. | Evaluation>Observation>Post-Conference |
| The teacher submitted the reflection on observation #3. | Teacher reflects and self-scores. Scores visible to evaluator after signature. | Evaluation>Observation>Self-reflection |
| Observation #4 and  Post-conference were conducted. | Evaluator and teacher assess the observation separately. The post-conference summary form is available only after the evaluator signs it to release it to the teacher during the conference. | Evaluation>Observation>Post-Conference |
| The teacher submitted the reflection on observation #4. | Teacher reflects and self-scores. Scores visible to evaluator after signature. | Evaluation>Observation>Self-reflection |
| The teacher submitted the professional self-assessment, *if required*, using the [Professional Self-Review](https://ed.sc.gov/scdoe/assets/File/educators/teacher-evaluations/2017-18_Professional__Self_Review.docx) form. | Teacher reflects and self-scores professionalism survey. Scores visible to evaluator after signature. | **Evaluation>Professionalism>Self-review** |
| The professional performance review was submitted using the [Professional Self-Review](https://ed.sc.gov/scdoe/assets/File/educators/teacher-evaluations/2017-18_Professional__Self_Review.docx) form. | Assigned administrator scores professionalism survey. Scores visible to evaluation team after signature. | **Evaluation>Professionalism** |
| (CONSENSUS ONLY) The evaluation team consensus meeting was held. | Evaluation team ensures indicator scores for the first and final cycle of observations and the professionalism domain are correct. | **Evaluation>Observation>Consensus meeting** |
| The final SLO reflection conference was held with the teacher using the [Student Learning Objective (SLO) Scoring Rubric](https://ed.sc.gov/educators/educator-effectiveness/expanded-adept-resources/https-ed-sc-gov-educators-educator-effectiveness-expanded-adept-resources-educator-evaluation-guidance-2018-19/slo-scoring-rubric/). (Can be combined with the final evaluation conference) | **SLO 1-4 scores are shared with teacher and entered in SCLead.org.** | **Evaluation>Student Growth>Final conference** |
| The final evaluation conference was held with the teacher using the [Expanded ADEPT Final Evaluation Conference Summary (Formerly the ET3)](https://ed.sc.gov/educators/educator-effectiveness/expanded-adept-resources/https-ed-sc-gov-educators-educator-effectiveness-expanded-adept-resources-educator-evaluation-guidance-2018-19/final-evaluation-conference-summary/). | Evaluation chair shares indicator scores for observations (if consensus) and the final scores for the professionalism domain. **Overall Met/Not Met rating is shared with teacher and entered in SCLead.org.** | **Evaluation>Results** |