| SCLead.org Training Outline (tentative)  Spring 2018 | |
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| AM Session  9:00 AM  -  12:00PM | 1. SCDE Overview of SCLead.org 2. District – School    1. Add District/School level information    2. Add District/School level staff       1. Roles       2. Permissions    3. ADEPT Plan       1. Cover Sheet       2. Evaluation Instrument       3. Scoring Approach       4. District Choice       5. Evaluation Timeline       6. Signatures & Assurances    4. Announcements    5. Orientation 3. Credentials and Evaluation TEAM    1. Add Credentials (if needed)    2. Add Evaluators       1. Select Roles          1. Evaluator          2. Evaluator Chair       2. Select Permissions    3. Add Mentor 4. ADEPT Evaluations    1. Evaluation Settings    2. Orientation    3. Student Growth & Professional Goals       1. Preliminary       2. Mid-Course       3. Summative    4. Observations       1. Preliminary/Final vs consensus       2. Pre-Conference       3. Scripting & Scoring       4. Self - Score       5. Post-Conference          1. Summary          2. Planning Sheet    5. Professionalism    6. Results 5. Training Resources (including Orientation District Roll-out Plan and brief Frontline review for those who don’t stay for the PADEPP portion) 6. Distribute Survey |
|  | **Lunch** |
| PM Session  1:15 PM  -  2:45 PM | 1. PADEPP Evaluations & Order of completion    1. Add evaluation record   (Next page)   * 1. Complete evaluation forms      1. Orientation      2. Professional Development Plan      3. Observations      4. Mid-Year      5. End of Year      6. Assurances      7. Assessment      8. Results  1. Professional Development (Will cover but will be limited) 2. Frontline Professional Development Resources 3. Distribute Survey 4. Next Steps and Questions |