

ADEPT – Evaluation Process Overview - Teacher

Each educator being evaluated using the South Carolina Teaching Standards will have an evaluation record in SCLead.org. A step-by-step process for teachers to complete the evaluation process is below. Please see specific user guides for instructions on completing each step of the process.

Note: The evaluation documents for educators being evaluated on special area evaluations (i.e., Library Media Specialists, School Guidance Counselors, Speech-Language Therapists) will be covered in a separate document.

Beginning of Year – Evaluation Setup:

1. ADEPT administrator or principal will create an evaluation record for each educator.
2. ADEPT administrator or principal will set the teacher's Evaluation Team for each evaluation¹.
3. ADEPT administrator or principal will enter the date for the Orientation conference.

Beginning of Year – Form Completion:

1. Teacher will enter electronic signature on the Orientation conference form.
2. If requested by the district, the teacher will enter Student Growth & Professional Goals.²
3. Each Student Learning Objective (SLO) entered needs both the teacher and the evaluator's signature on the Preliminary Conference page. Each Professional Goal, if required, also needs the teacher and evaluator's signature for the Preliminary Review.

Throughout year:

1. Evaluator(s) will add observations, as required by contract level, in SCLead.org. The evaluator and teacher will sign the post conference form(s). If the district is using the consensus approach, only the Area of Reinforcement and Area of Refinement will be displayed on the Post-conference page after each observation. If the district using the average approach to scoring, evaluator scores will be visible.

Mid-Year Form Completion:

1. Each SLO entered needs both the teacher and the evaluator's signature on the Mid-Course Conference page.

If the district is using the consensus approach, the Consensus Meeting form needs to be completed by the Evaluation Chair after classroom observations are completed. Each member of the evaluation team also needs to sign the Consensus Post-conference Meeting form. During or after the preliminary cycle conference, the teacher will sign the Consensus Post-Conference form.

End-of-Year process:

1. Teacher will complete the Professionalism Self Self-Review, if applicable.³
2. Evaluator will complete the Professionalism Review.
3. If the contract level for the teacher is using the consensus approach, the Consensus Meeting form would need to be completed by the Evaluation Chair. Each member of the evaluation team would sign the Consensus Post-conference Meeting form. Then the teacher would also sign.
4. Evaluation Chair will complete the Evaluation Results to include providing the SLO Rating/Score. Under Consensus, once completed by the Evaluation chair, each member of the evaluation team and the teacher will sign the Consensus Meeting Observation Summary form. The evaluation can then be marked complete.

¹The Principal will have permissions as the evaluation chair, even if not listed as a member of the evaluation team.

²Entering SLO progress monitoring data in SCLead.org is at the discretion of each district; however, all districts will need to report an SLO rating in the results section of the evaluation at the end of the year.

³The district can request the Professionalism Self-Review and Evaluator Review be completed in the Preliminary and/or Final Cycles. Only the Final Cycle Professionalism rating will be counted toward the overall observation rating in the Results section of the evaluation.