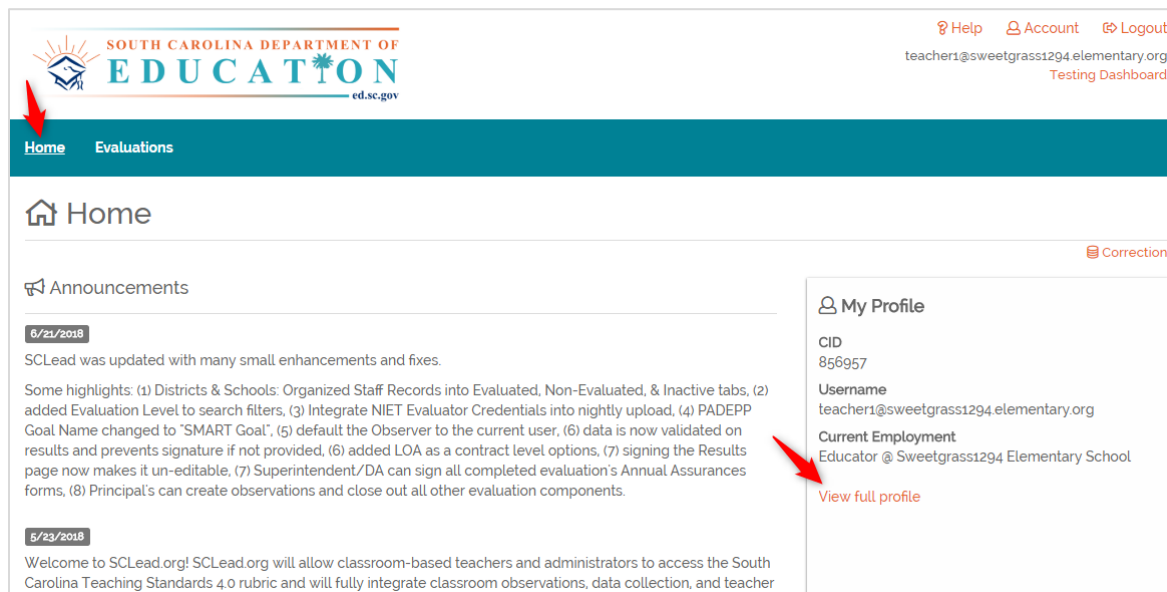


## Educator: Completing the ADEPT Educator Professionalism Self-Review

SCLead.org allows the **educator** to complete a Professionalism Self-Review to reflect on his or her professional performance. This guide provides the steps for an educator to complete the Professionalism Self-Review and review and sign the Professionalism Review completed by the evaluator.

**Step 1:** Access Evaluation record for the current academic year. There are two ways to access evaluation records.

**Option 1 – Step 1:** From the homepage, click **View full profile** in the **My Profile** box.



**SOUTH CAROLINA DEPARTMENT OF EDUCATION**  
ed.sc.gov

Help Account Logout  
teacher1@sweetgrass1294.elementary.org  
Testing Dashboard

Home Evaluations

### Home

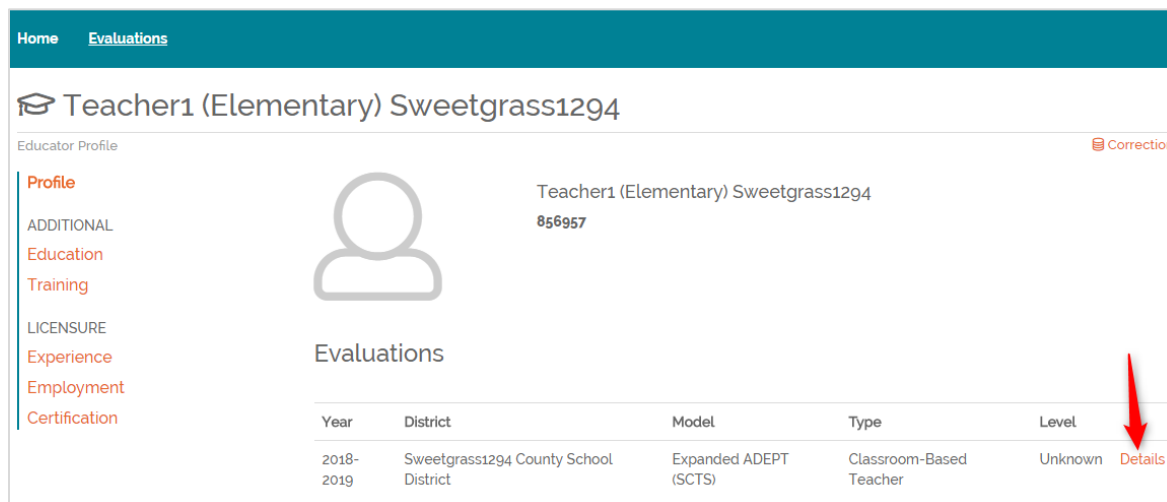
Announcements

6/21/2018  
SCLead was updated with many small enhancements and fixes.  
Some highlights: (1) Districts & Schools: Organized Staff Records into Evaluated, Non-Evaluated, & Inactive tabs, (2) added Evaluation Level to search filters, (3) Integrate NIET Evaluator Credentials into nightly upload, (4) PADEPP Goal Name changed to "SMART Goal", (5) default the Observer to the current user, (6) data is now validated on results and prevents signature if not provided, (6) added LOA as a contract level options, (7) signing the Results page now makes it un-editable, (7) Superintendent/DA can sign all completed evaluation's Annual Assurances forms, (8) Principal's can create observations and close out all other evaluation components.

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

**My Profile**  
CID  
856957  
Username  
teacher1@sweetgrass1294.elementary.org  
Current Employment  
Educator @ Sweetgrass1294 Elementary School  
[View full profile](#)

**Option 1 – Step 2:** Click **Details** for the evaluation for the current academic year.




Home Evaluations

### Teacher1 (Elementary) Sweetgrass1294

Educator Profile

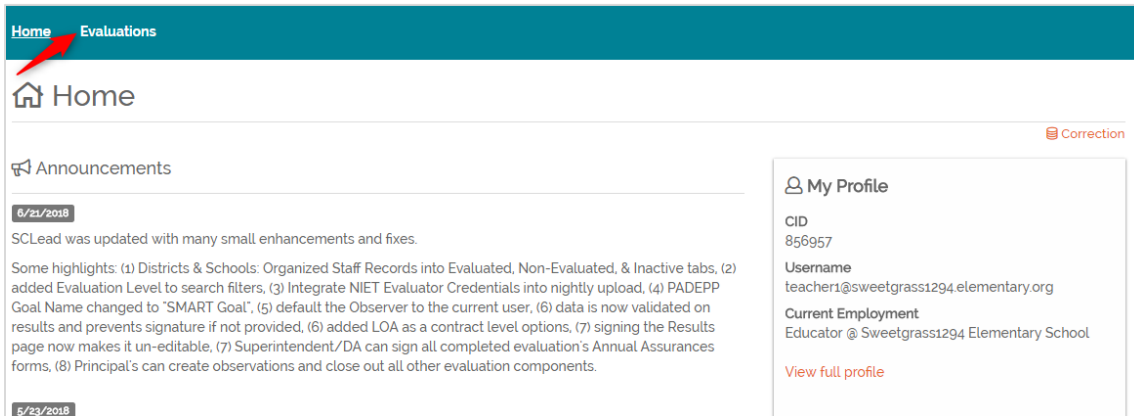
**Profile**  
ADDITIONAL  
Education  
Training  
LICENSURE  
Experience  
Employment  
Certification

 Teacher1 (Elementary) Sweetgrass1294  
856957

### Evaluations

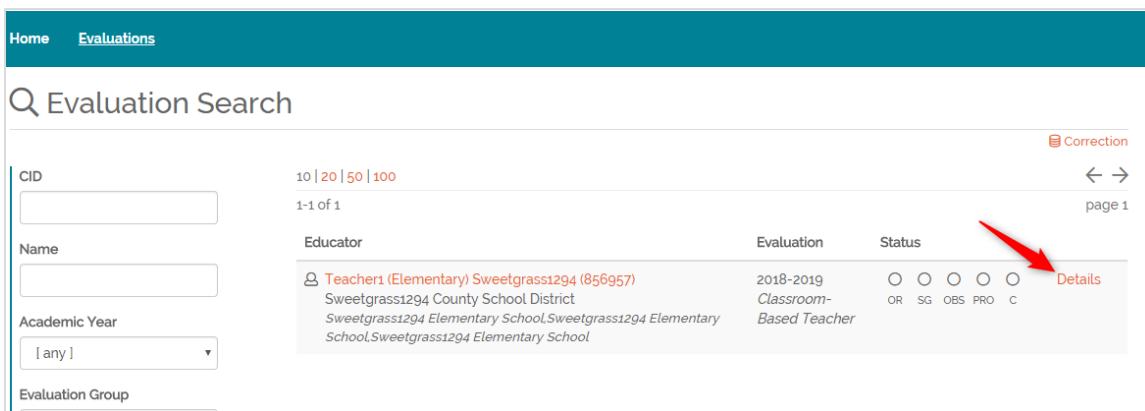
Year	District	Model	Type	Level	
2018-2019	Sweetgrass1294 County School District	Expanded ADEPT (SCTS)	Classroom-Based Teacher	Unknown	<a href="#">Details</a>

**Option 2 – Step 1:** Click **Evaluations** from the navigation menu bar.



The screenshot shows the top navigation bar with 'Home' and 'Evaluations'. A red arrow points to 'Evaluations'. Below the navigation bar is a 'Home' section with a house icon. To the right is a 'My Profile' section with fields for CID, Username, and Current Employment. Below the profile is a 'View full profile' link. On the left is an 'Announcements' section with a date '6/21/2018' and a paragraph of text. Below the announcement is a date '5/23/2018'.

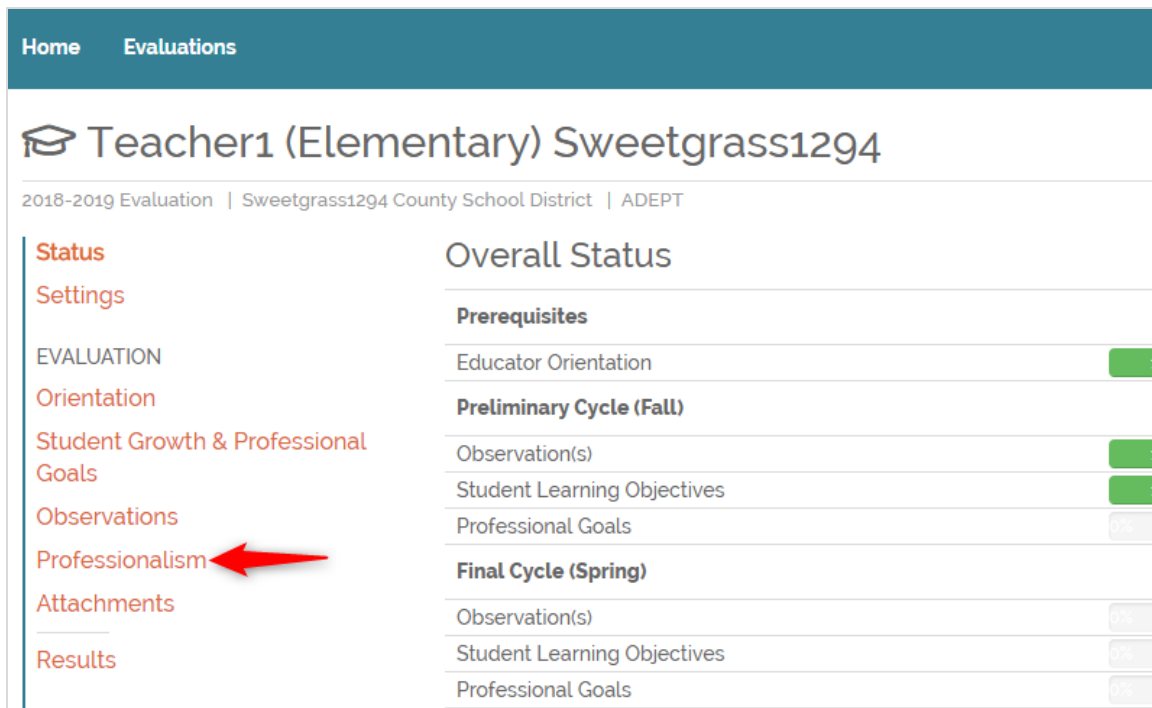
**Option 2 – Step 2:** Click **Details** for the current academic year evaluation.



The screenshot shows the 'Evaluation Search' page. On the left is a search form with fields for CID, Name, Academic Year, and Evaluation Group. On the right is a table of search results. The table has columns for Educator, Evaluation, and Status. The first row shows a teacher named 'Teacher1 (Elementary) Sweetgrass1294 (856957)' with an evaluation for '2018-2019 Classroom-Based Teacher'. The status column shows five radio buttons: OR, SG, OBS, PRO, and C. A red arrow points to the 'Details' link next to the status buttons. The table is on page 1 of 1.

Educator	Evaluation	Status
Teacher1 (Elementary) Sweetgrass1294 (856957) Sweetgrass1294 County School District Sweetgrass1294 Elementary School, Sweetgrass1294 Elementary School, Sweetgrass1294 Elementary School	2018-2019 Classroom-Based Teacher	OR SG OBS PRO C <a href="#">Details</a>

**Step 2:** Select **Professionalism** in the Evaluation section.



Home Evaluations

## Teacher1 (Elementary) Sweetgrass1294

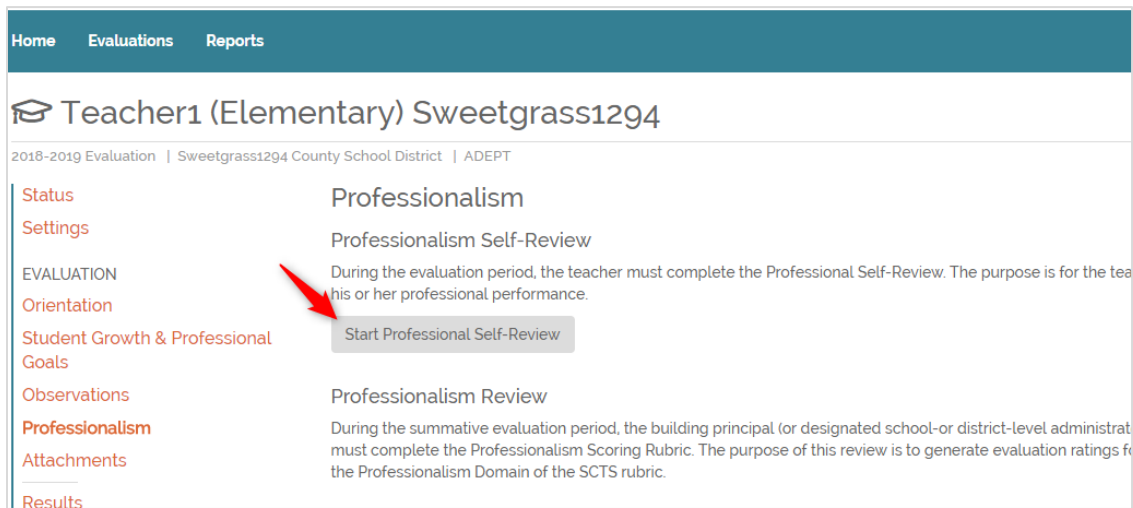
2018-2019 Evaluation | Sweetgrass1294 County School District | ADEPT

[Status](#)  
[Settings](#)  
[EVALUATION](#)  
[Orientation](#)  
[Student Growth & Professional Goals](#)  
[Observations](#)  
[Professionalism](#)  
[Attachments](#)  
[Results](#)

### Overall Status

Prerequisites	
Educator Orientation	100%
Preliminary Cycle (Fall)	
Observation(s)	100%
Student Learning Objectives	100%
Professional Goals	0%
Final Cycle (Spring)	
Observation(s)	0%
Student Learning Objectives	0%
Professional Goals	0%

**Step 3:** Click **Start Professional Self-Review**.



Home Evaluations Reports

## Teacher1 (Elementary) Sweetgrass1294

2018-2019 Evaluation | Sweetgrass1294 County School District | ADEPT

[Status](#)  
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[Student Growth & Professional Goals](#)  
[Observations](#)  
[Professionalism](#)  
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### Professionalism

**Professionalism Self-Review**

During the evaluation period, the teacher must complete the Professional Self-Review. The purpose is for the teacher to reflect on his or her professional performance.

[Start Professional Self-Review](#)

**Professionalism Review**

During the summative evaluation period, the building principal (or designated school- or district-level administrator) must complete the Professionalism Scoring Rubric. The purpose of this review is to generate evaluation ratings for the Professionalism Domain of the SCTS rubric.

**Step 4:** Click **Edit** to enter the ratings for each indicator for the Professionalism domain.

The screenshot shows the 'Professional Self-Review Form' for 'Teacher1 (Elementary) Sweetgrass1294'. The left sidebar has a menu with 'Status', 'Settings', 'EVALUATION', 'Orientation', 'Student Growth & Professional Goals', 'Observations', 'Professionalism' (highlighted in red), 'Attachments', 'Results', 'MENTORING', and 'Mentoring Notes'. The main content area shows the 'Professionalism' domain with three indicators. Each indicator has a set of radio buttons for ratings: 'Always', 'Often', 'Sometimes', and 'Rarely'. A red arrow points to the 'Edit' button at the top of the form.

Home Evaluations

Teacher1 (Elementary) Sweetgrass1294

2018-2019 Evaluation | Sweetgrass1294 County School District | ADEPT

Correction | Print to PDF

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Orientation

Student Growth & Professional Goals

Observations

**Professionalism**

Attachments

Results

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Mentoring Notes

Educator Profile

Professional Self-Review Form

Back Edit Remove Delete

Growing & Developing Professionally

1. The educator is prompt, prepared, and participates in professional development meetings, bringing student artifacts (student work) when requested.

Always Often Sometimes Rarely

2. The educator appropriately attempts to implement new learning in the classroom following presentation in professional development meetings.

Always Often Sometimes Rarely

3. The educator develops and works on a yearly plan for new learning based on analyses of school improvement plans and new goals, self-assessment, and input from the teacher leader and principal observations.

Always Often Sometimes Rarely

**Step 5:** Select the radio button for the rating desired for each indicator.

This screenshot is similar to the previous one, but now the 'Observations' domain is selected in the sidebar, and the 'Professionalism' domain is highlighted in red. The main content area shows the 'Professionalism' domain with three indicators. Each indicator has a set of radio buttons for ratings: 'Always', 'Often', 'Sometimes', and 'Rarely'. A red arrow points to the 'Always' radio button for the first indicator.

Home Evaluations

Teacher1 (Elementary) Sweetgrass1294

2018-2019 Evaluation | Sweetgrass1294 County School District | ADEPT

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Growing & Developing Professionally

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Always Often Sometimes Rarely

2. The educator appropriately attempts to implement new learning in the classroom following presentation in professional development meetings.

Always Often Sometimes Rarely

3. The educator develops and works on a yearly plan for new learning based on analyses of school improvement plans and new goals, self-assessment, and input from the teacher leader and principal observations.

Always Often Sometimes Rarely

**Step 6:** Enter Comments, if desired.

This screenshot shows the 'School Responsibilities' section with a list of indicators. The first indicator is '10. The educator accepts leadership responsibilities and/or assists in peers contributing to a safe and orderly school'. Below this is a 'Comments' section with a text input field. A red arrow points to the 'Comments' input field. At the bottom, there are 'Save' and 'Cancel' buttons.

Educator Profile

School Responsibilities

10. The educator accepts leadership responsibilities and/or assists in peers contributing to a safe and orderly school

Always Often Sometimes Rarely

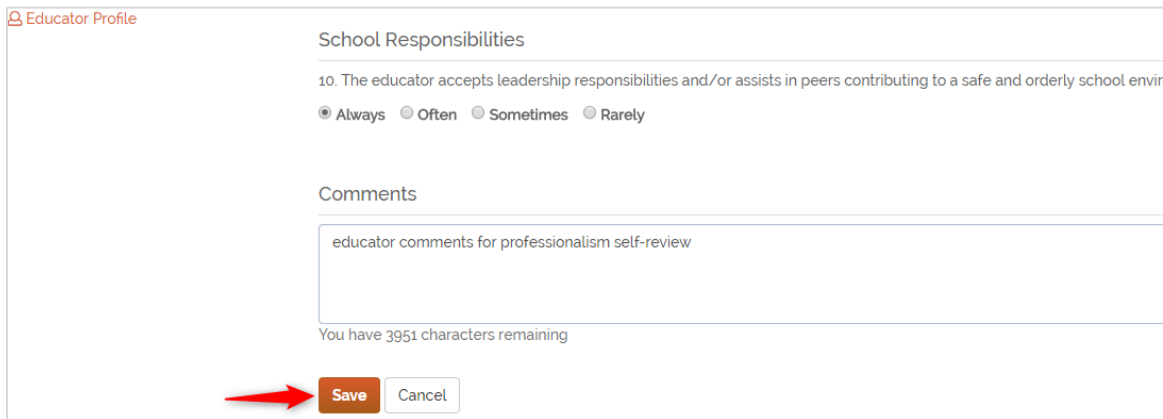
Comments

You have 4000 characters remaining

Save Cancel

**Step 7:** Click **Save**. If you leave the page without clicking save, the selections you have made will not be saved.

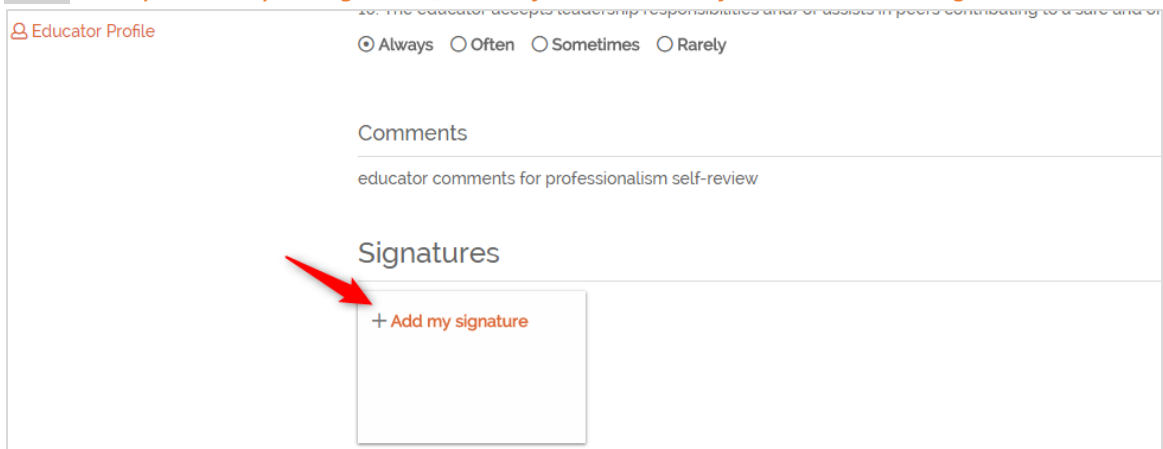
**Note:** *The Professional Self-Review will not be shared with your evaluator until you have entered your electronic signature.*



The screenshot shows the 'Educator Profile' section of a form. It includes a 'School Responsibilities' section with a question: '10. The educator accepts leadership responsibilities and/or assists in peers contributing to a safe and orderly school environment'. Below the question are four radio button options: 'Always' (selected), 'Often', 'Sometimes', and 'Rarely'. There is a 'Comments' section with a text area containing the placeholder text 'educator comments for professionalism self-review'. Below the text area, it says 'You have 3951 characters remaining'. At the bottom of the form, there are two buttons: 'Save' (highlighted with a red arrow) and 'Cancel'.

**Step 8:** When you are ready to share your Professionalism Self-Review, scroll to the bottom of the page and click **Add my signature**.

**Note:** *Once you enter your signature, the Professionalism Self-Review can no longer be edited.*



The screenshot shows the 'Educator Profile' section of the form, similar to the previous one. It includes the 'School Responsibilities' section with the same question and 'Always' selected. The 'Comments' section is also present. Below the 'Comments' section, there is a 'Signatures' section. In the 'Signatures' section, there is a button labeled '+ Add my signature' (highlighted with a red arrow). Below this button is a large, empty rectangular box for the signature.

**Step 9:** Enter your PIN in the PIN entry box. If you do not remember your PIN, click ***Forgot your PIN?*** and the system will show your PIN. Click ***Sign***.

7. The educator accepts responsibilities contributing to school improvement.

of students and

Professional

9. The educator actively supports school activities and events.

☒ Always ☐ Often ☐ Sometimes ☐ Rarely

To review and sign the Professionalism Review completed by the evaluator, repeat Step 1 and Step 2 above to access the Professionalism Review.

**Step 10:** Click ***Details*** on the Professionalism Review Form.

Home Evaluations Reports

Teacher1 (Elementary) Sweetgrass1294

2018-2019 Evaluation | Sweetgrass1294 County School District | ADEPT

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Educator Profile

Professionalism

Professionalism Self-Review

During the evaluation period, the teacher must complete the Professional Self-Review. The purpose is for the teacher to reflect on his or her professional performance.


	Signature(s)	
Professional Self-Review Form	Sweetgrass1294, Teacher1 (Elementary)	Details
	7/22/2018 1:11:33 PM	

Professionalism Review

During the summative evaluation period, the building principal (or designated school-or district-level administrator as appropriate) must complete the Professionalism Scoring Rubric. The purpose of this review is to generate evaluation ratings for Indicators in the Professionalism Domain of the SCTS rubric.

	Signature(s)	
Professional Review Form	Sweetgrass1294, Principal (Elementary)	Details
	7/22/2018 1:41:53 PM	

**Step 11:** Once reviewed, click **Add my signature** to electronically sign the Professionalism Review.


 Educator Profile


10. The educator accepts leadership responsibilities and/or assists in peers contributing to a safe and orderly :  
☐ Always ☒ Often ☐ Sometimes ☐ Rarely

Comments

evaluator's comments for the professionalism review

Signatures

 07/22/2018 01:41 PM  
Principal (Elementary)  
Sweetgrass1294  
Principal

 Add my signature

**Note:** SCLead.org will maintain the evaluation records and the educator will be able to access these records at any time, even for prior years. If desired, a copy of each form can be printed or saved by clicking **Print to PDF**.

Home Evaluations

 Teacher1 (Elementary) Sweetgrass1294

2018-2019 Evaluation | Sweetgrass1294 County School District | ADEPT Correction | Print to PDF

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Growing & Developing Professionally

1. The educator is prompt, prepared, and participates in professional development meetings, bringing student artifacts (student work) when requested.  
☒ Always ☐ Often ☐ Sometimes ☐ Rarely

2. The educator appropriately attempts to implement new learning in the classroom following presentation in professional development meetings.  
☐ Always ☒ Often ☐ Sometimes ☐ Rarely

3. The educator develops and works on a yearly plan for new learning based on analyses of school improvement plans and new goals, self-assessment, and input from the teacher leader and principal observations.

Contact SCLead.org support if you have problems accessing or completing the Professionalism Self-Review.

1-877-314-1412 or <https://scllead.org>

For Policy related questions, please contact your evaluator or school administrator.