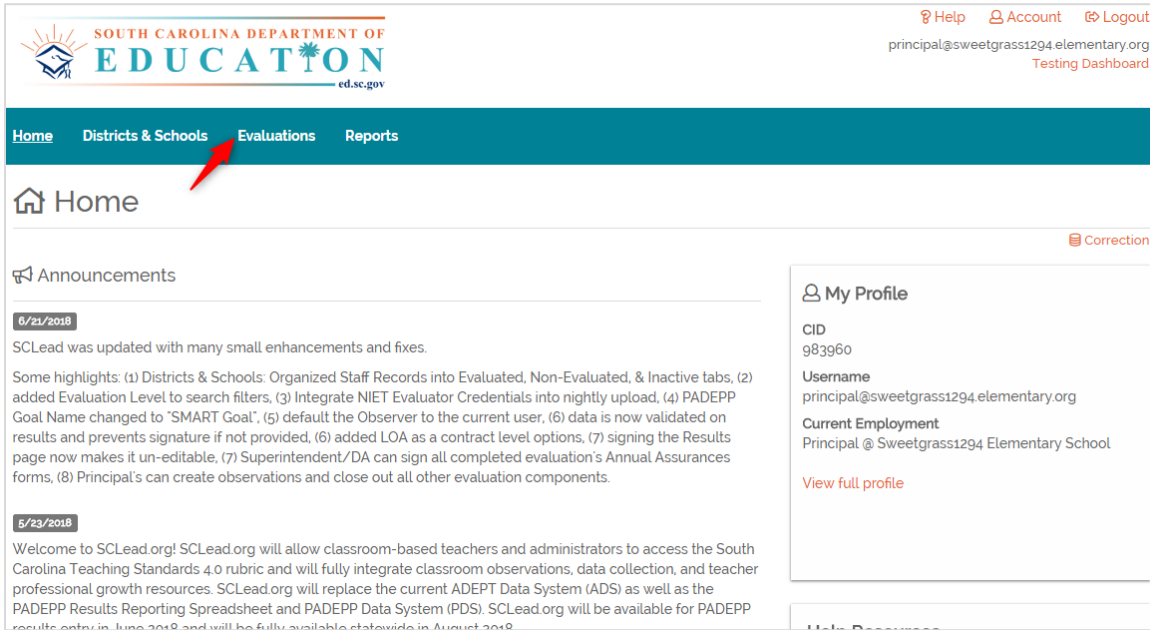


## Evaluator: Completing the ADEPT Professionalism Review

A professionalism Review should be completed in SCLead.org for each educator. The ratings for the Professionalism domain will be calculated automatically by the system and included in the Results section of the evaluation. This guide will provide the **evaluator** instructions for completing the Professionalism Review.

**Step 1:** Click **Evaluations** on the navigation menu bar.



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

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

Home Districts & Schools **Evaluations** Reports

Home

Announcements

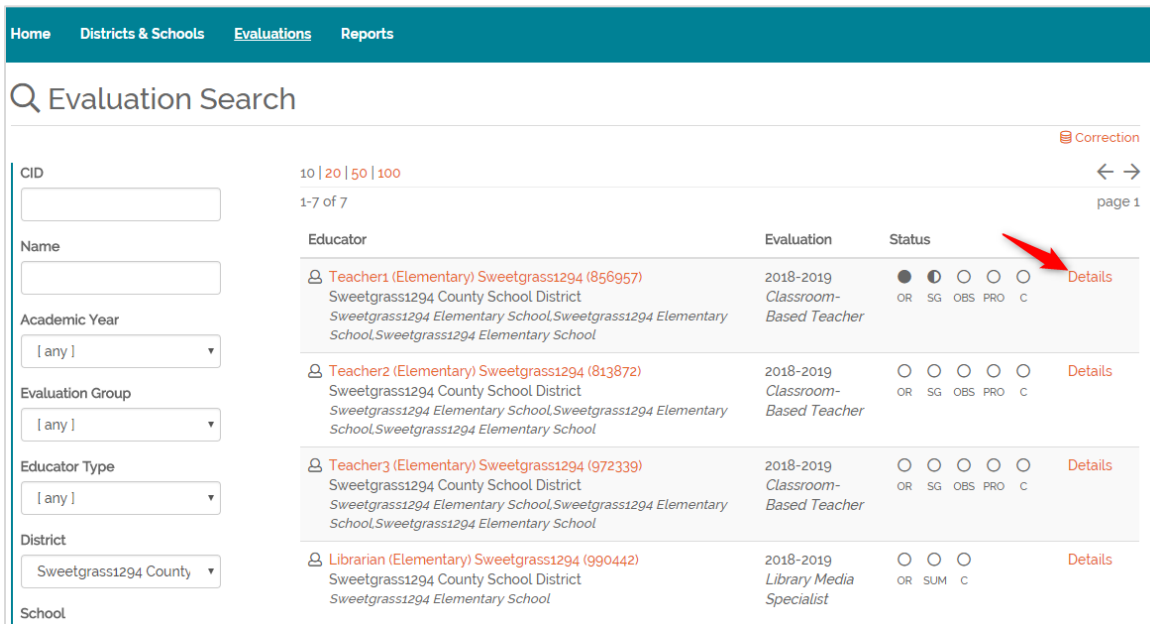
6/21/2018  
SCLead was updated with many small enhancements and fixes.  
Some highlights: (1) Districts & Schools: Organized Staff Records into Evaluated, Non-Evaluated, & Inactive tabs, (2) added Evaluation Level to search filters, (3) Integrate NIET Evaluator Credentials into nightly upload, (4) PADEPP 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 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.

My Profile  
CID  
983960  
Username  
principal@sweetgrass1294.elementary.org  
Current Employment  
Principal @ Sweetgrass1294 Elementary School  
View full profile

Correction

**Step 2:** Locate the evaluation and click **Details**.



Home Districts & Schools **Evaluations** Reports

Evaluation Search

Correction

CID 10 | 20 | 50 | 100  
1-7 of 7 page 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	<input checked="" type="radio"/> OR <input type="radio"/> SG <input type="radio"/> OBS <input type="radio"/> PRO <input type="radio"/> C	<a href="#">Details</a>
Teacher2 (Elementary) Sweetgrass1294 (813872) Sweetgrass1294 County School District Sweetgrass1294 Elementary School, Sweetgrass1294 Elementary School, Sweetgrass1294 Elementary School	2018-2019 Classroom-Based Teacher	<input type="radio"/> OR <input type="radio"/> SG <input type="radio"/> OBS <input type="radio"/> PRO <input type="radio"/> C	<a href="#">Details</a>
Teacher3 (Elementary) Sweetgrass1294 (972339) Sweetgrass1294 County School District Sweetgrass1294 Elementary School, Sweetgrass1294 Elementary School, Sweetgrass1294 Elementary School	2018-2019 Classroom-Based Teacher	<input type="radio"/> OR <input type="radio"/> SG <input type="radio"/> OBS <input type="radio"/> PRO <input type="radio"/> C	<a href="#">Details</a>
Librarian (Elementary) Sweetgrass1294 (990442) Sweetgrass1294 County School District Sweetgrass1294 Elementary School	2018-2019 Library Media Specialist	<input type="radio"/> OR <input type="radio"/> SUM <input type="radio"/> C	<a href="#">Details</a>

Search filters:  
Name  
Academic Year [any]  
Evaluation Group [any]  
Educator Type [any]  
District Sweetgrass1294 County  
School

Step 3: Click **Professionalism**.

Home

Districts & Schools

Evaluations

Reports

Teacher1 (Elementary) Sweetgrass1294

2018-2019 Evaluation | Sweetgrass1294 County School District | ADEPT

Status

Settings

EVALUATION

Orientation

Student Growth & Professional Goals

Observations

Professionalism

Attachments

Results

Educator Profile

Overall Status

Prerequisites

Educator Orientation

100%

Preliminary Cycle (Fall)

Observation(s)

100%

Student Learning Objectives

100%

Professional Goals

Final Cycle (Spring)

Observation(s)

Student Learning Objectives

Professional Goals

Professionalism

33

Overall Completion Prog

If the educator has completed the Professionalism Self-Review, you can view the self-review by clicking **Details**.

Teacher1 (Elementary) Sweetgrass2492 (927212)

2018-2019 Evaluation | Sweetgrass2492 County School District | Annual 1

Status

Settings

EVALUATION

Orientation

Student Growth & Professional Goals

Observations

Professionalism

Attachments

Results

Educator Profile

Request Correction

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.

Cycle	Date	Signature(s)
Preliminary	11/14/2018 4:55:36 PM	Sweetgrass2492, Teacher1 (Elementary) 11/14/2018 10:55:57 AM

Details

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.

Add Preliminary Review

Add Final Review

**Step 4: Click *Add Preliminary Review* or *Add Final Review***

Teacher1 (Elementary) Sweetgrass2492 (927212)

2018-2019 Evaluation | Sweetgrass2492 County School District | Annual 1

Status

Settings

EVALUATION

Orientation

Student Growth & Professional Goals

Observations

Professionalism

Attachments

Results

Educator Profile

Request Correction

Add Preliminary Review

Add Final Review

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.

Cycle	Date	Signature(s)	
Preliminary	11/14/2018 4:55:36 PM	Sweetgrass2492, Teacher1 (Elementary)	Details
	11/14/2018 10:55:57 AM		

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.

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

Home | Districts & Schools | Evaluations | Reports

Teacher1 (Elementary) Sweetgrass1294

2018-2019 Evaluation | Sweetgrass1294 County School District | ADEPT

Correction

Status

Settings

EVALUATION

Orientation

Student Growth & Professional Goals

Observations

Professionalism

Attachments

Results

Educator Profile

Professional Review Form

Back

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

4. The educator selects specific activities, content knowledge, or pedagogical skills to enhance and improve his/her proficiency.

Always Often Sometimes Rarely

## Step 6: Enter comments for the professionalism review.

Educator Profile

9. The educator actively supports school activities and events.

☐ Always ☒ Often ☐ Sometimes ☐ Rarely

School Responsibilities

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

☐ Always ☒ Often ☐ Sometimes ☐ Rarely

Comments

You have 4000 characters remaining

## Step 7: Click **Save**. If you leave the page without clicking **Save**, your selections will not be saved by the system.

Educator Profile

9. The educator actively supports school activities and events.

☐ Always ☒ Often ☐ Sometimes ☐ Rarely

School Responsibilities

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

☐ Always ☒ Often ☐ Sometimes ☐ Rarely

Comments

evaluator's comments for the professionalism review

You have 3949 characters remaining

If you'd like to make any changes to the review, click **Edit**.

Home Districts & Schools Evaluations Reports

Teacher1 (Elementary) Sweetgrass1294

2018-2019 Evaluation | Sweetgrass1294 County School District | ADEPT [Correction](#) [Print to PDF](#)

Status

Settings

EVALUATION

Orientation

Student Growth & Professional Goals

Observations

**Professionalism**

Attachments

Results

Educator Profile

Professional 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.

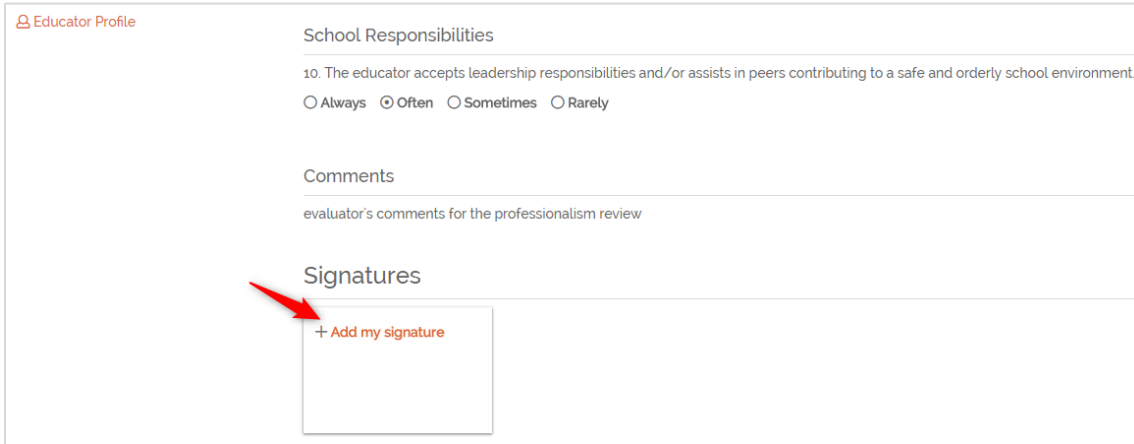
☒ Always ☐ Often ☐ Sometimes ☐ Rarely

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

☐ Always ☒ Often ☐ Sometimes ☐ Rarely

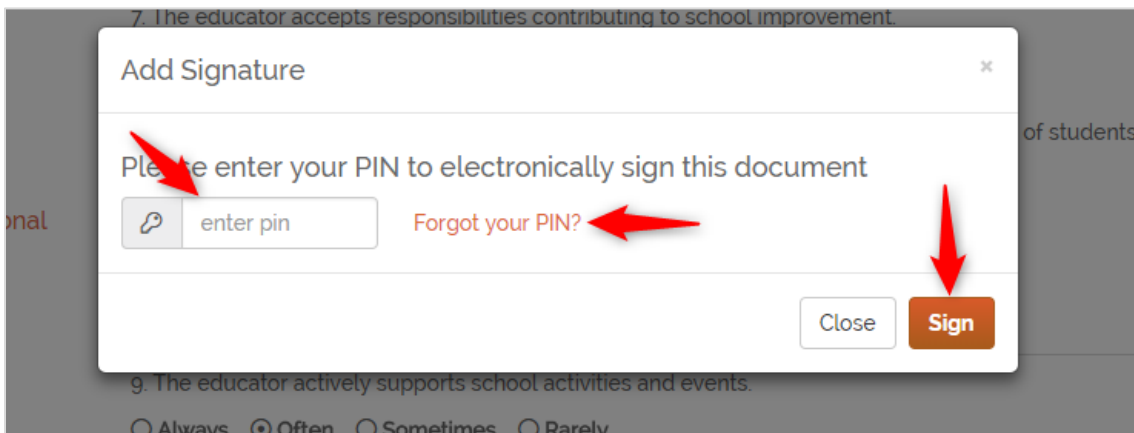
3. The educator develops and works on a yearly plan for new learning based on analyses of school improvement plans and new goals, self-assessment, and input from the teacher leader and principal observations.

**Step 8:** When you are ready to share the Professionalism review with the educator, click **Add my signature** at the bottom of the page.



The screenshot shows a web form titled "Educator Profile" on the left. The main content area has three sections: "School Responsibilities" with a question about leadership responsibilities and radio button options (Always, Often, Sometimes, Rarely); "Comments" with a label for evaluator's comments; and "Signatures" which contains a button labeled "+ Add my signature". A red arrow points to this button.

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



The screenshot shows a modal dialog titled "Add Signature". It contains the text "Please enter your PIN to electronically sign this document". Below this is a PIN entry field with a "lock" icon and the text "enter pin". To the right of the field is a link "Forgot your PIN?". At the bottom right are two buttons: "Close" and "Sign". Red arrows point to the PIN entry field, the "Forgot your PIN?" link, and the "Sign" button.

Once your signature is added, the Professionalism Review will be available to the educator to review and sign. In addition, the Professionalism domain score will calculate in the Results tab.

*Contact [SCLead.org](https://sclead.org) support if you have problems accessing or completing the Professionalism Review.*

*1-877-314-1412 or <https://sclead.org/help/support>.*