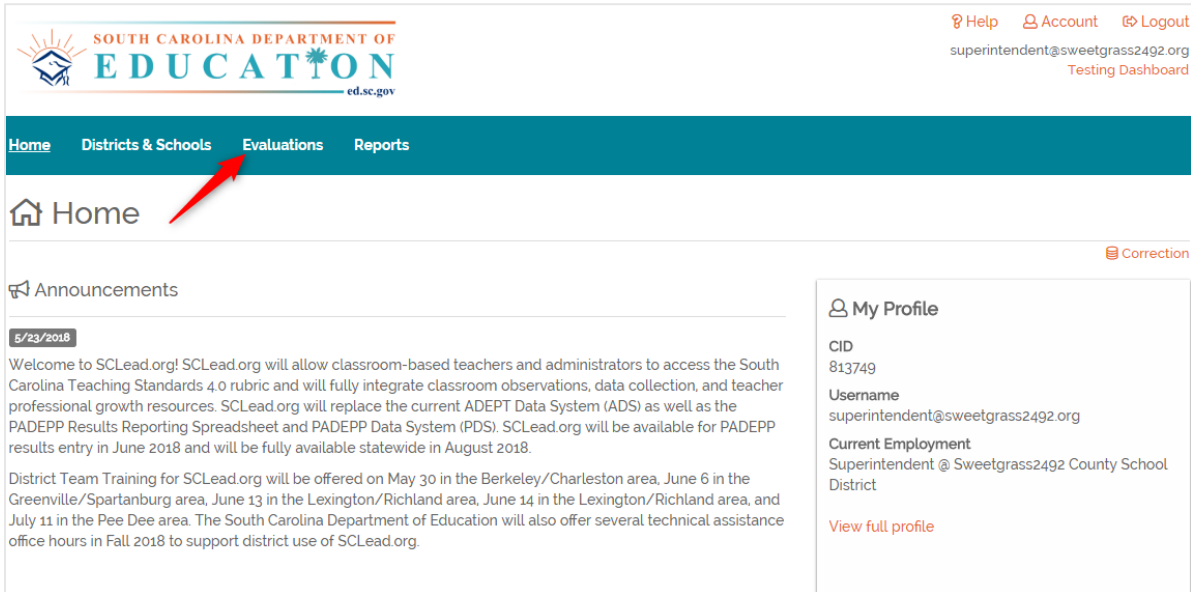


PADEPP – Evaluator Setting Required Standards for Evaluations

SCLead.org will include a Required Standards form for PADEPP evaluations with a Partial year Scope. This form will allow the evaluator to indicate which standards the Principal will be evaluated on for the year. Completion of this form will determine which standards are included on Observation and Assessment forms.

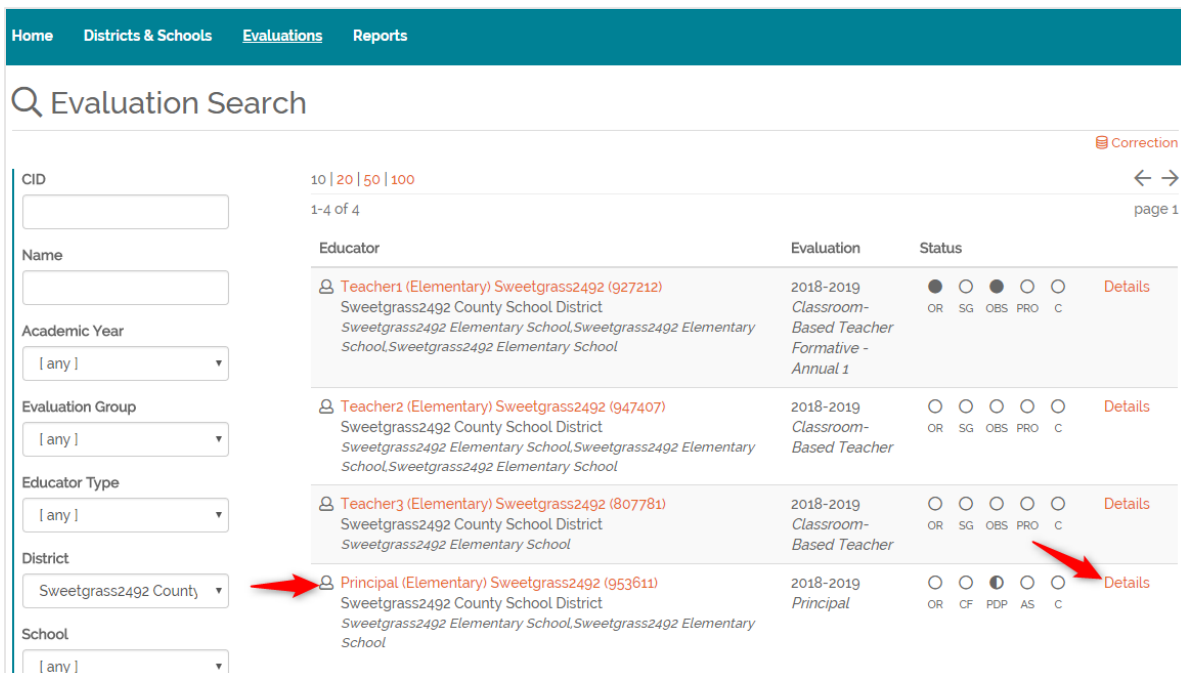
Step 1: Click **Evaluations** in the navigation menu bar.



The screenshot shows the SCLead.org homepage. At the top, there is a header with the South Carolina Department of Education logo and navigation links: Home, Districts & Schools, **Evaluations**, and Reports. A red arrow points to the 'Evaluations' link. Below the header, there is a 'Home' section with a house icon. To the right, there is a 'My Profile' section showing user information: CID 813749, Username superintendent@sweetgrass2492.org, and Current Employment Superintendent @ Sweetgrass2492 County School District. A 'View full profile' link is also present.

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

Reminder: Use the search options to quickly locate a record. The search options entered are retained until you clear or complete another search.



The screenshot shows the SCLead.org Evaluation Search page. The 'Evaluations' menu item is highlighted in the top navigation bar. Below the navigation bar, there is a search bar and a table of evaluation records. The table has columns for CID, Name, Academic Year, Evaluation Group, Educator Type, District, School, Educator, Evaluation, Status, and Details. A red arrow points to the 'Details' link for the Principal record.

CID	Name	Academic Year	Evaluation Group	Educator Type	District	School	Educator	Evaluation	Status	Details
10 20 50 100										
1-4 of 4										
							Teacher1 (Elementary) Sweetgrass2492 (927212) Sweetgrass2492 County School District Sweetgrass2492 Elementary School, Sweetgrass2492 Elementary School, Sweetgrass2492 Elementary School	2018-2019 Classroom-Based Teacher Formative - Annual 1	OR SG OBS PRO C	Details
							Teacher2 (Elementary) Sweetgrass2492 (947407) Sweetgrass2492 County School District Sweetgrass2492 Elementary School, Sweetgrass2492 Elementary School, Sweetgrass2492 Elementary School	2018-2019 Classroom-Based Teacher	OR SG OBS PRO C	Details
							Teacher3 (Elementary) Sweetgrass2492 (807781) Sweetgrass2492 County School District Sweetgrass2492 Elementary School	2018-2019 Classroom-Based Teacher	OR SG OBS PRO C	Details
							Principal (Elementary) Sweetgrass2492 (953611) Sweetgrass2492 County School District Sweetgrass2492 Elementary School, Sweetgrass2492 Elementary School	2018-2019 Principal	OR CF PDP AS C	Details

Step 3: Click **Required Standards**.

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Self-Assessment

Principal's Summative Evaluation Form

Evaluation Team

Add Evaluator

Member	Role	Permissions	Assignment Level	
Superintendent Sweetgrass2492	Evaluation Chair	Observations	District-Level	Remove
District (User) Sweetgrass2492	Evaluator	Observations	District-Level	Remove

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Overall Completion Progress

Step 4: Click **Edit**.

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Required Standards

Edit

Below are the required indicators for this evaluation.

Standard

Standard 1: Vision	<input type="checkbox"/>
Standard 2: Instructional Leadership	<input checked="" type="checkbox"/> *
Standard 3: Effective Management	<input type="checkbox"/>
Standard 4: Climate	<input type="checkbox"/>
Standard 5: School/Community Relations	<input type="checkbox"/>
Standard 6: Ethical Behavior	<input type="checkbox"/>
Standard 7: Interpersonal Skills	<input type="checkbox"/>
Standard 8: Staff Development	<input type="checkbox"/>
Standard 9: Principal's Professional Development	<input checked="" type="checkbox"/> *

* State-mandated standards

Step 5: Click the checkbox for each required Standard for the evaluation and click **Submit**

Note: Standard 2 and Standard 9 are automatically selected in accordance with state policy.

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Required Standards

Below are the required indicators for this evaluation.

Standard	
Standard 1: Vision	<input type="checkbox"/>
Standard 2: Instructional Leadership	<input checked="" type="checkbox"/> *
Standard 3: Effective Management	<input type="checkbox"/>
Standard 4: Climate	<input type="checkbox"/>
Standard 5: School/Community Relations	<input type="checkbox"/>
Standard 6: Ethical Behavior	<input type="checkbox"/>
Standard 7: Interpersonal Skills	<input type="checkbox"/>
Standard 8: Staff Development	<input type="checkbox"/>
Standard 9: Principal's Professional Development	<input checked="" type="checkbox"/> *

* State-mandated standards

[Submit](#) [Cancel](#)

The standards selected will be included on Observation and assessment forms for this evaluation.

Contact SCLead.org support if you have problems accessing or completing the Required Standards.

1-877-314-1412 or www.sclead.org/Help/Support.