

PADEPP – Principal Completion of Professional Development Plan

A principal will record his/her smart goal(s) into the Principal Professional Development Plan form of the PADEPP evaluation in SCLead.org. A principal can enter up to three SMART goals for the year. The goals should address Principal's strengths and weaknesses, including all performance standards rated the previous year as below "Proficient", District strategic or school renewal plan goals, and Student growth goals. The principal and evaluator will sign at orientation, Mid-Year conference and End-of-Year conference.

This guide provides steps for completion of the Principal Professional Development Plan.

Step 1: To access your evaluation, click **View full profile** in the **My Profile** section of the home page.

SOUTH CAROLINA DEPARTMENT OF EDUCATION
ed.sc.gov

Help Account Logout
principal@sweetgrass2492.elementary.org
Testing Dashboard

Home Districts & Schools Evaluations Reports

Home

Announcements

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.

District Team Training for SCLead.org will be offered on May 30 in the Berkeley/Charleston area, June 6 in the Greenville/Spartanburg area, June 13 in the Lexington/Richland area, June 14 in the Lexington/Richland area, and July 11 in the Pee Dee area. The South Carolina Department of Education will also offer several technical assistance office hours in Fall 2018 to support district use of SCLead.org.

My Profile

CID
953611

Username
principal@sweetgrass2492.elementary.org

Current Employment
Principal @ Sweetgrass2492 Elementary School

[View full profile](#)

Step 2: Click **Details** for the current year evaluation record.

Home Districts & Schools

Principal (Elementary) Sweetgrass2492

Educator Profile

Profile

ADDITIONAL
Education
Training

LICENSURE
Experience
Employment
Certification

Principal (Elementary) Sweetgrass2492
953611

Evaluations

| Year | District | Model | Type | Level | |
|-----------|---------------------------------------|--------|-----------|---------|-------------------------|
| 2018-2019 | Sweetgrass2492 County School District | PADEPP | Principal | Unknown | Details |

Step 3: Click *Principal Professional Development Plan*.

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Principal (Elementary) Sweetgrass2492

2018-2019 Evaluation | Sweetgrass2492 County School District | PADEPP [Correction](#)

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CONFERENCES
[Orientation Conference](#)
[Mid-Year Conference](#)
[End-of-Year Conference](#)
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EVALUATION
[Principal Professional Development Plan](#)
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Overall Status

Conferences

| | |
|------------------------|--------------------------|
| Orientation Conference | <input type="checkbox"/> |
| Mid-Year Conference | <input type="checkbox"/> |
| End-of-Year Conference | <input type="checkbox"/> |

Professional Development Plan

| | |
|---|--------------------------|
| Principal Professional Development Plan | <input type="checkbox"/> |
|---|--------------------------|

Assessments

| | |
|---------------------------------------|--------------------------|
| Self-Assessment | <input type="checkbox"/> |
| Principal's Summative Evaluation Form | <input type="checkbox"/> |

Overall Completion Progress

Evaluation Team

| Member | Role | Permissions | Assignment Level |
|-------------------------------|------------------|--------------|------------------|
| Superintendent Sweetgrass2492 | Evaluation Chair | Observations | District-Level |

Step 4: Click *Add SMART Goal*.

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Principal (Elementary) Sweetgrass2492

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Principal Professional Development Plan

The Principal Professional Development Plan must include up to three SMART goals. Each year, the principal will develop a plan by identifying two or three priority areas for growth in his/her leadership practice that are aligned to:

- Principal's strengths and weaknesses, including all performance standards rated the previous year as below "Proficient",
- District strategic or school renewal plan goals, and
- Student growth goals.

Goals

Goals Completed

Signatures

SMART Goals

The professional development plan consists of a minimum of **one (1)** and a maximum of **three (3)** SMART Goals.

- Specific** (simple, sensible, significant)
- Measureable** (meaningful, motivating)

[Add SMART Goal](#)

Step 5: Enter the Name, goal information, and goal areas.

Home Districts & Schools Evaluations

Principal (Elementary) Sweetgrass2492

2018-2019 Evaluation | Sweetgrass2492 County School District | PADEPP [Correction](#)

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Add SMART Goal

SMART Goal Name
The name of the goal

Goal Status
The current status of the goal

Not Started

Goal Strategies
What should I do to accomplish my goal?

You have 4000 characters remaining

Goal Progress
How will I measure progress for each strategy? Indicate the date each strategy will be completed.

You have 4000 characters remaining

Goal Obstacles

Step 6: Once goal information has been added, click **Submit** to save your goal.

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Goal Results
What good/positives will be accomplished from my goal? (for my students, staff, district/community, myself?)

You have 3890 characters remaining

Goal Areas
Check the appropriate areas that best relate to your specific goal.

☒ Principal Evaluation/Strengths/Weaknesses

☒ School Renewal Plan and/or District Strategic Plan

☒ Student Assessment Results/Student Growth

Submit Cancel

Step 7: Click **Back** to return to the Principal Professional Development Plan form.

The screenshot shows the 'Principal (Elementary) Sweetgrass2492' form. The left sidebar contains navigation links: Home, Districts & Schools, Evaluations, Status, Settings, CONFERENCES (Orientation Conference, Mid-Year Conference, End-of-Year Conference, Annual Assurances), EVALUATION (Principal Professional Development Plan, Assessments, Attachments), and Educator Profile. The main content area is titled 'SMART Goal' and includes a 'Back' button (indicated by a red arrow) and an 'Edit' button. Below this, there are fields for 'SMART Goal Name' (containing 'SMART Goal 1'), 'Goal Status' (containing 'Not Started'), and 'Goal Strategies' (containing 'What should I do to accomplish my goal?'). At the top right, there are links for 'Correction' and 'Print to PDF'.

If additional SMART Goals are needed, repeat steps 4 – 7. Once all goals have been entered, proceed to Step 8.

Step 8. Click **Add Comments** if you would like to add any overall comments for the Principal Professional Development Plan. Comments can be added throughout the year, as desired.

The screenshot shows the 'Principal Professional Development Plan' form. The left sidebar is the same as in the previous screenshot. The main content area is titled 'Comments / Feedback' and includes a section for 'Educator' with '[no comments]' and an 'Add Comments' button (indicated by a red arrow). Below this is a section for 'Evaluator(s)' with '[no comments]'. At the bottom, there is a 'Signatures' section with a 'New Orientation signature' button and an 'Add my signature' button.

Step 9: Once the orientation conference has occurred and the SMART goals have been reviewed/approved, click **Add my signature**.

The screenshot shows a sidebar on the left with links: Assessments, Attachments, and Educator Profile. The main content area has a header with '[no comments]' and '+ Add Comments'. Below this is an 'Evaluator(s)' section with '[no comments]'. The 'Signatures' section contains two boxes: 'Orientation Signatures' and 'Mid-Year Signatures'. The 'Orientation Signatures' box has a '+ New Orientation signature' button and an 'Add my signature' link, which is highlighted with a red arrow. The 'Mid-Year Signatures' box has a '+ New Mid-Year signature' button.

Step 10: 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**.

The 'Add Signature' modal dialog is displayed. It contains the text 'Please enter your PIN to electronically sign this document'. Below this text is a PIN entry field with a lock icon and the placeholder text 'enter pin'. To the right of the field is a 'Forgot your PIN?' link, highlighted with a red arrow. At the bottom right of the dialog are two buttons: 'Close' and 'Sign', with the 'Sign' button highlighted by a red arrow.

Step 11: Once the Mid-Year Conference occurs, click **Add my signature**.

The screenshot shows the 'Signatures' section with two boxes: 'Orientation Signatures' and 'Mid-Year Signatures'. The 'Orientation Signatures' box contains two signed documents. The first document is signed on 07/24/2018 at 02:55 PM by Principal (Elementary) Sweetgrass2492, with the role 'Educator'. The second document is signed on 07/24/2018 at 03:21 PM by Superintendent Sweetgrass2492, with the role 'Evaluation Chair' and a 'Remove' link. The 'Mid-Year Signatures' box has a '+ New Mid-Year signature' button and an 'Add my signature' link, which is highlighted with a red arrow.

Step 12: Once End-of-Year Conference has occurred, click **Add my signature**.

End-of-Year Conference

Annual Assurances

EVALUATION






**Principal Professional
Development Plan**

Assessments

Attachments

 Educator Profile

Signatures

| | | |
|------------------------|---|---|
| Orientation Signatures |  07/24/2018 02:55 PM Principal (Elementary) Sweetgrass2492 Educator Remove |  07/24/2018 03:21 PM Superintendent Sweetgrass2492 Evaluation Chair |
| Mid-Year Signatures |  07/24/2018 03:35 PM Superintendent Sweetgrass2492 Evaluation Chair |  07/24/2018 03:36 PM Principal (Elementary) Sweetgrass2492 Educator Remove |
| End-Year Signatures | <div>+ New End-Year signature</div> <div>Add my signature</div>  | |

Contact SCLead.org support if you have problems accessing or completing the Principal Professional Development Plan.

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