

South Carolina Department of Education

Office of Instructional Practices & Evaluations

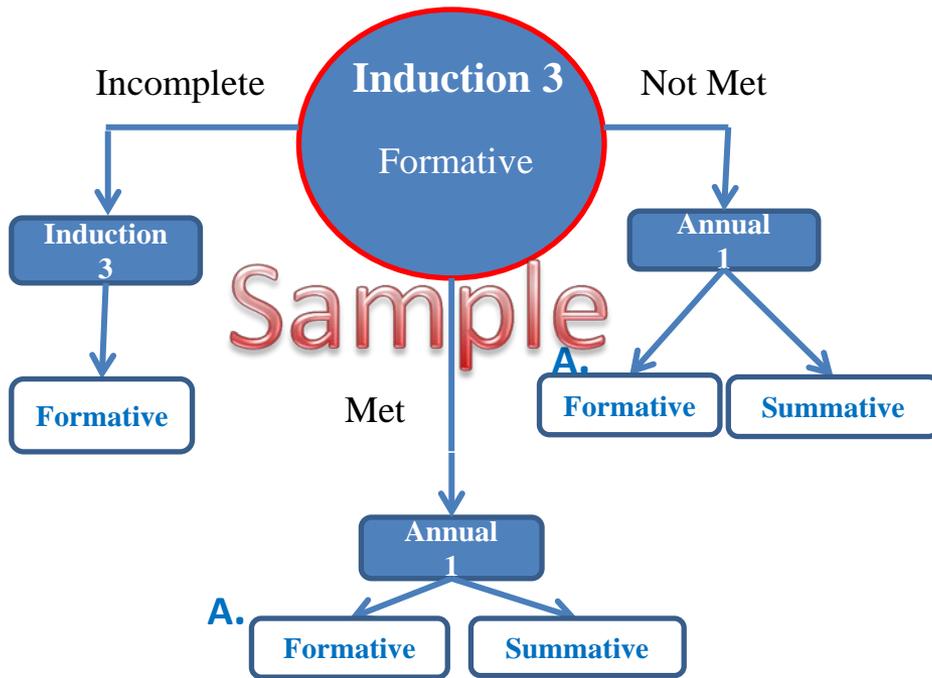


ADEPT DATA SYSTEM- ADS- User Guide

Contract Levels and Evaluations

2013

How to Use the ADS Guide



A,B,C Letters next to evaluation boxes correspond with a letter and description on the page to help guide you through the revised ADS system. For example on this page, A. Corresponds with a note for contract level Annual 1 and an evaluation choice of Formative. (see below)



A. Prior to the option for up to three years of induction, Formative Evaluation has been used here for educators who showed progress in their growth as teachers but may have not been quite ready for



The blue circle with the red ring includes the Contract type: Induction (1,2,3,) Annual (1,2,3,4), or Continuing. Below the contract level, the Evaluation TYPE is listed (Formative, Summative, GBE).



Next, you will choose whether the educator was Met, Not Met, or incomplete

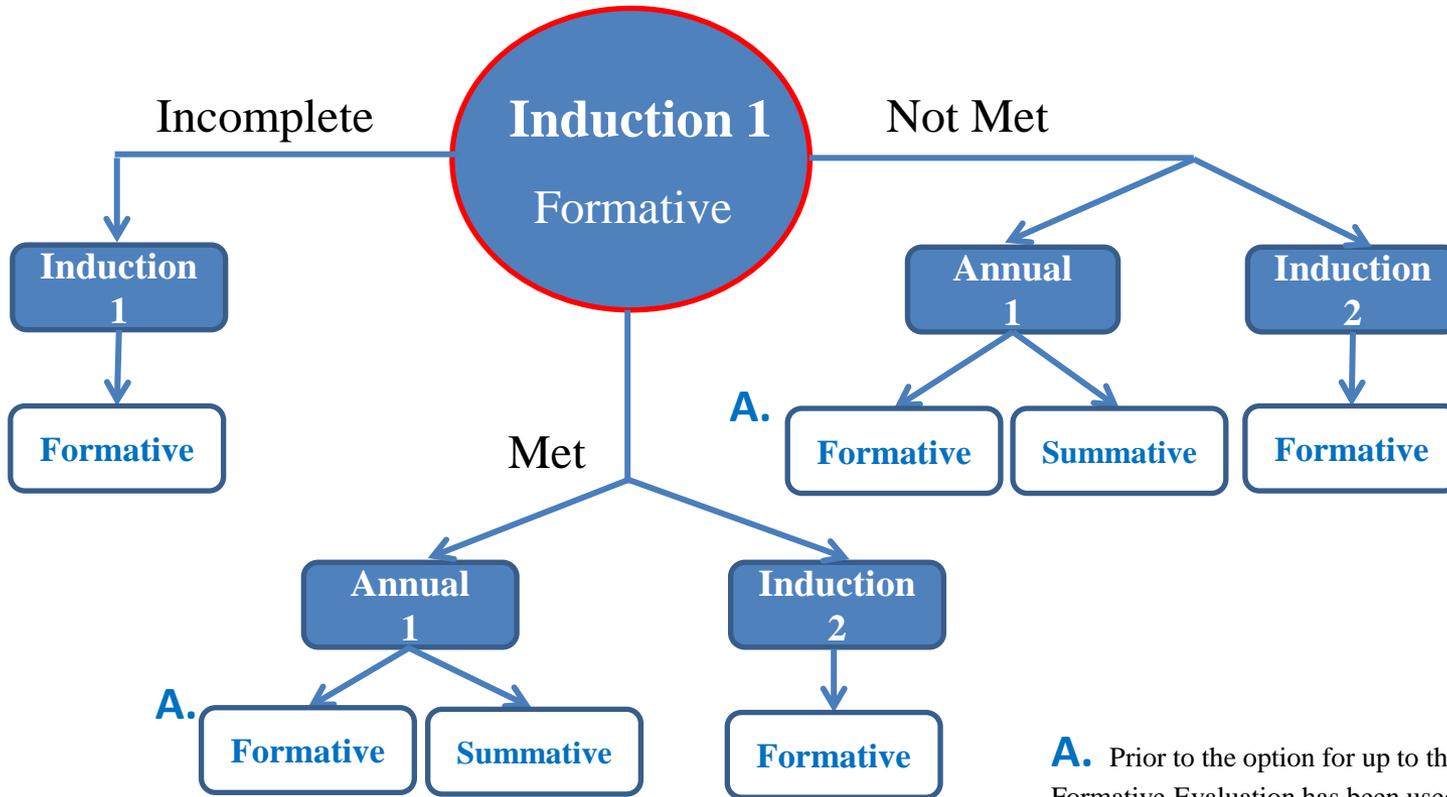


Based on the evaluation result selected, you will be guided to choose a contract level for the next year. These choices are in the boxes filled in blue.

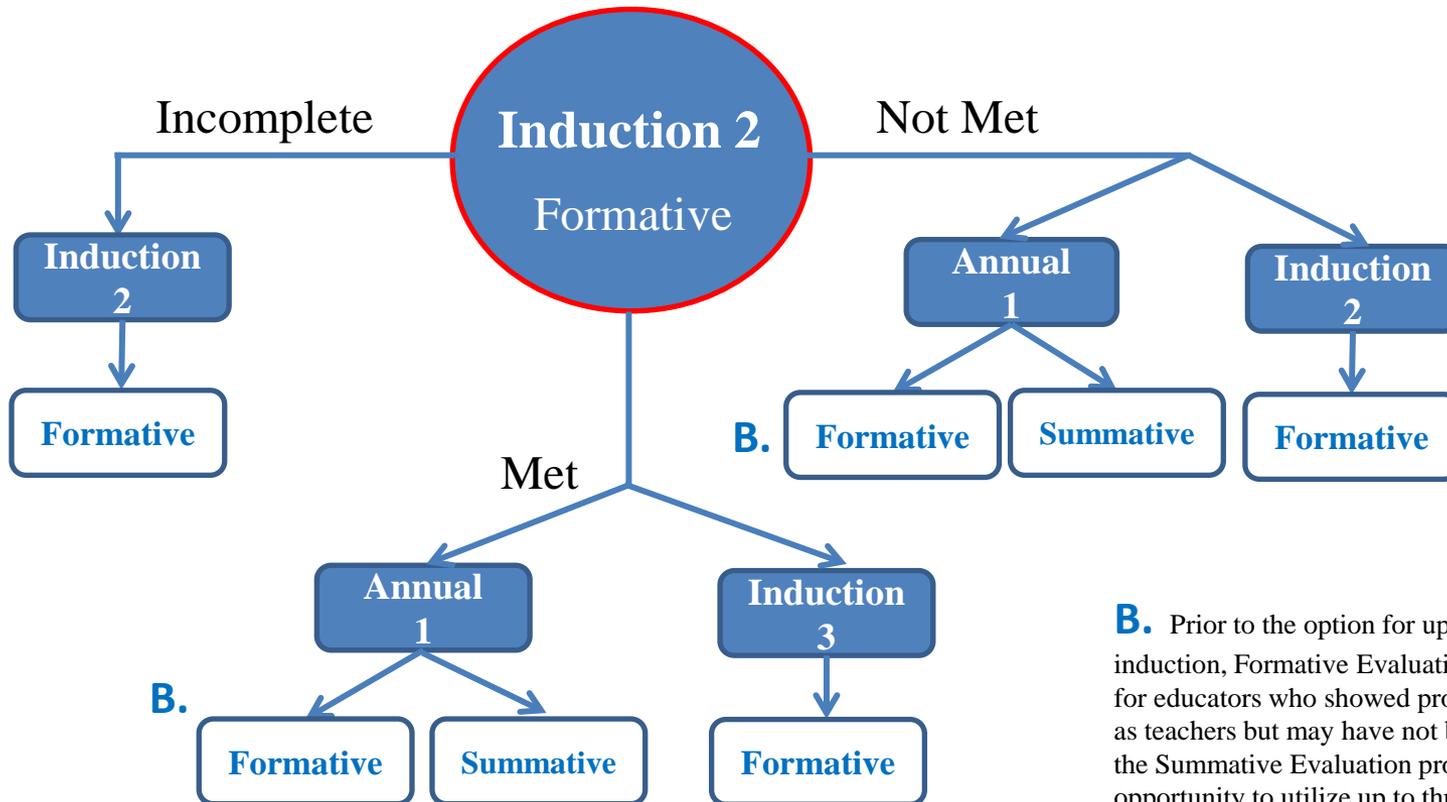


After choosing a contract level, you will follow the flowchart to choose an evaluation level, which is the white box with blue border. Use the descriptions provided with the letters (A,B,C,etc.) as guidance. Call the Office of Educator Evaluation with questions.

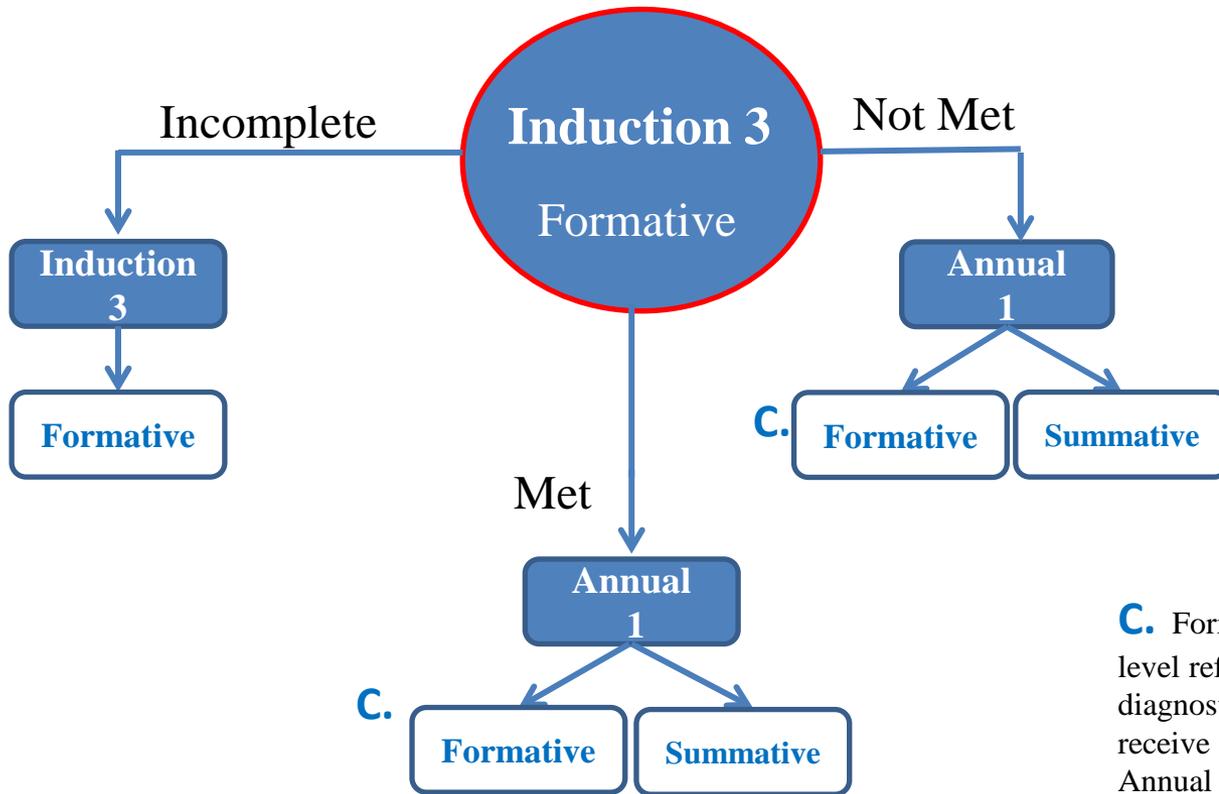




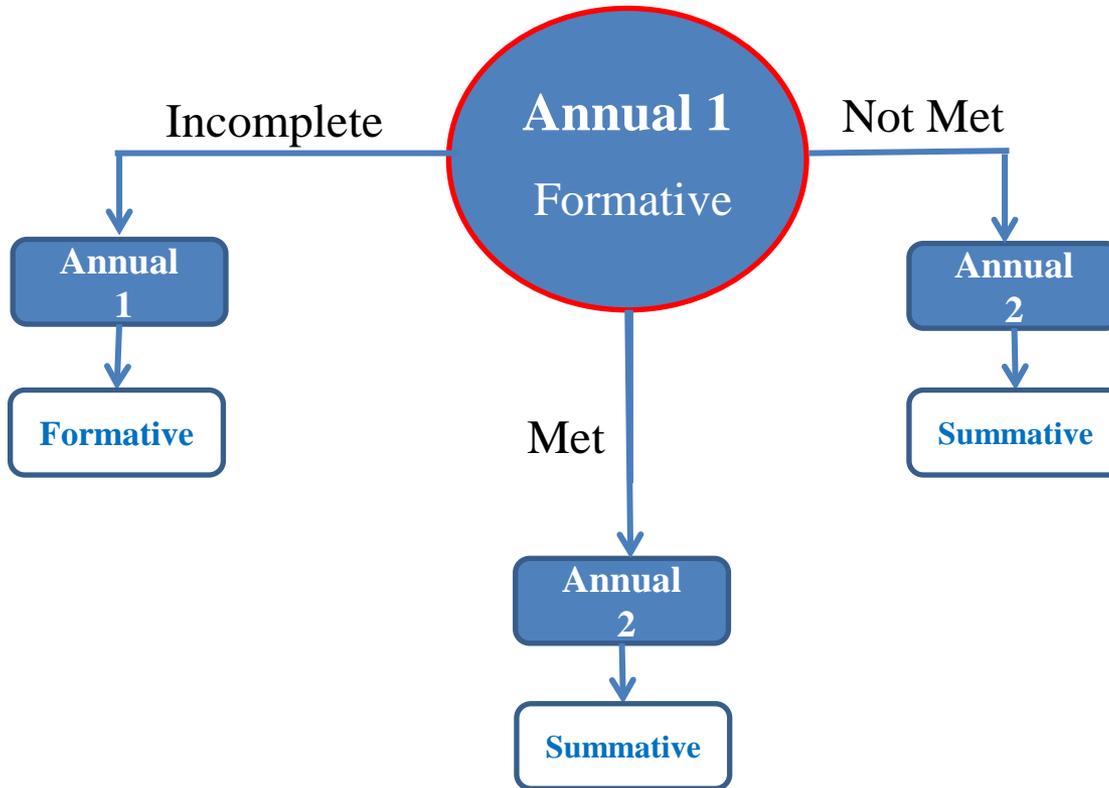
A. Prior to the option for up to three years of induction, Formative Evaluation has been used here for educators who showed progress in their growth as teachers but may have not been quite ready for the Summative Evaluation process. Because of the opportunity to utilize up to three years of induction, it is encouraged to place a teacher at Induction 2 rather than use the year of diagnostic assistance (Annual 1, Formative) here if they need assistance before moving on the Summative Evaluation process. You should call the Office of Educator Evaluation if you plan to choose Annual 1 and Formative here.



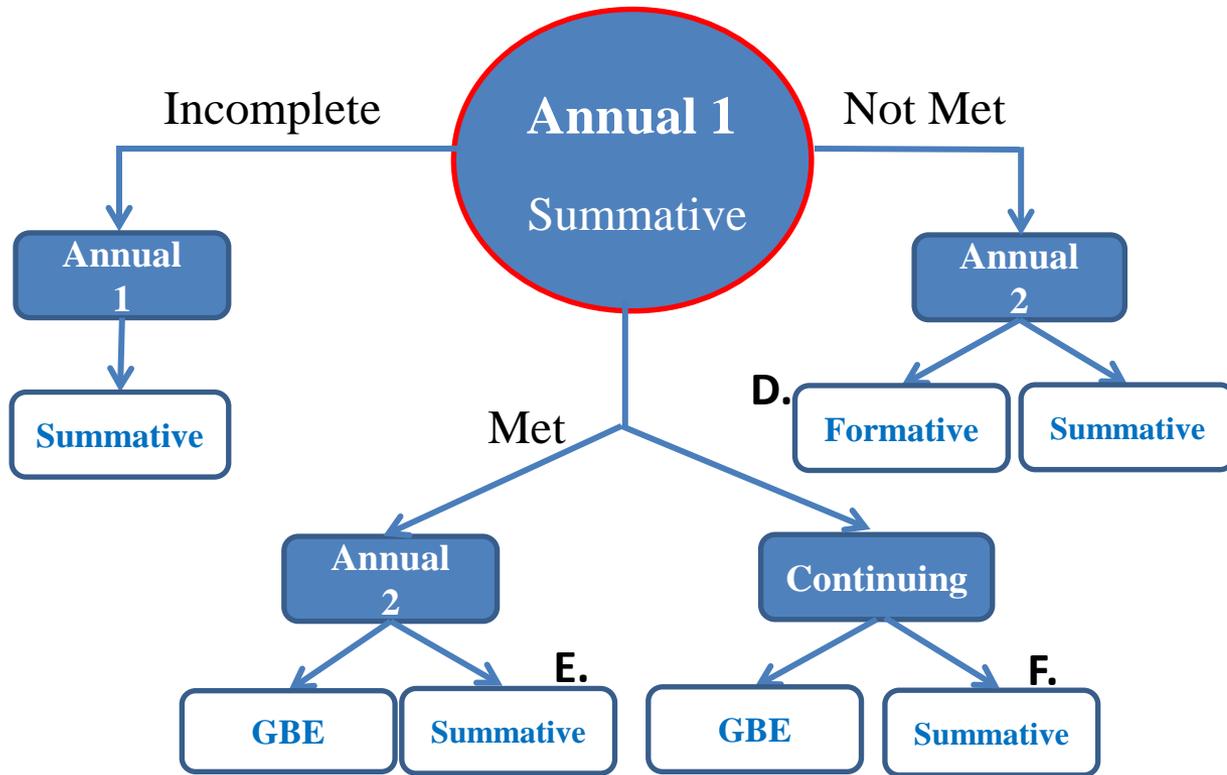
B. Prior to the option for up to three years of induction, Formative Evaluation has been used here for educators who showed progress in their growth as teachers but may have not been quite ready for the Summative Evaluation process. Because of the opportunity to utilize up to three years of induction, it is encouraged to place a teacher at Induction 3 rather than use the year of diagnostic assistance (Annual 1, Formative) here if they need assistance before moving on the Summative Evaluation process. You should call the Office of Educator Evaluation if you plan to choose Annual 1 and Formative here.



C. Formative Evaluation at the Annual 1 level refers to what has been known as diagnostic assistance. An educator may only receive Formative Evaluation **once** at the Annual Contract level; either during the teacher’s first annual contract year or during the annual contract year following the teacher’s first unsuccessful formal evaluation.



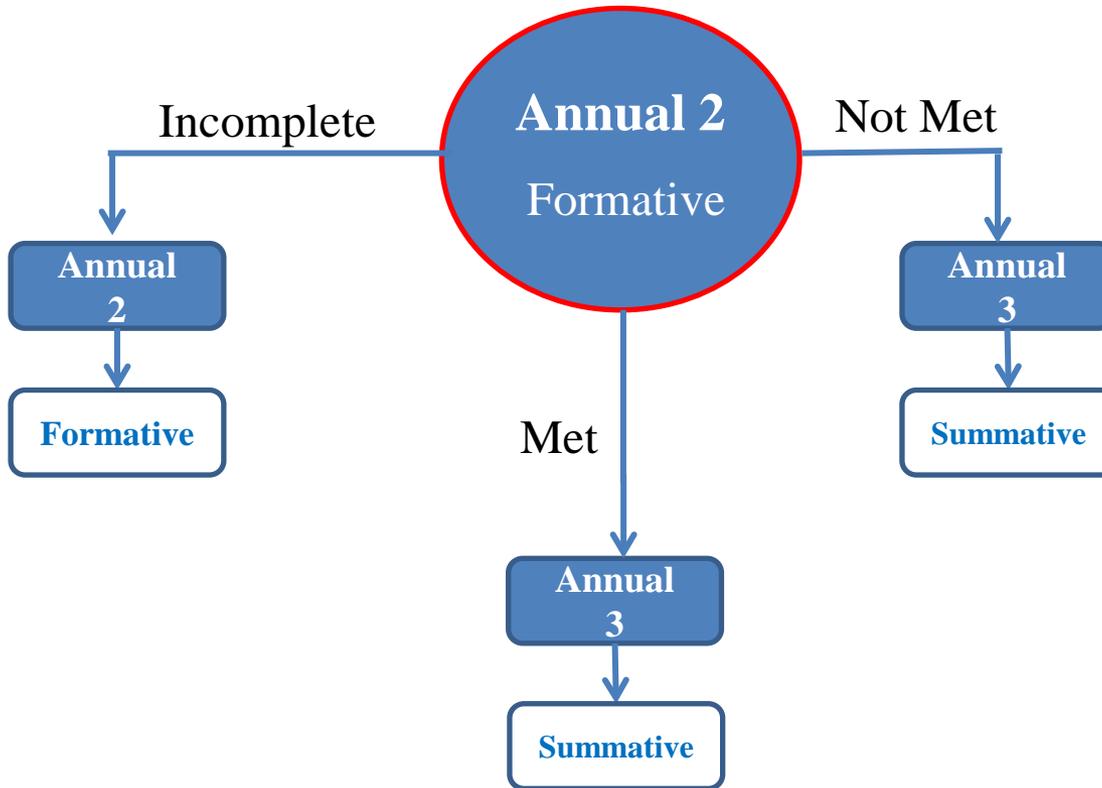
Formative Evaluation at the Annual level refers to what has been known as diagnostic assistance. An educator *may* only receive Formative Evaluation **once** at the Annual Contract level; either during the teacher's first annual contract year or during the annual contract year following the teacher's first unsuccessful formal evaluation. Since an educator on this page has already participated in Formative Evaluation at the Annual (1) level, they are not eligible to participate in the Formative Evaluation (diagnostic assistance) process for a second time.



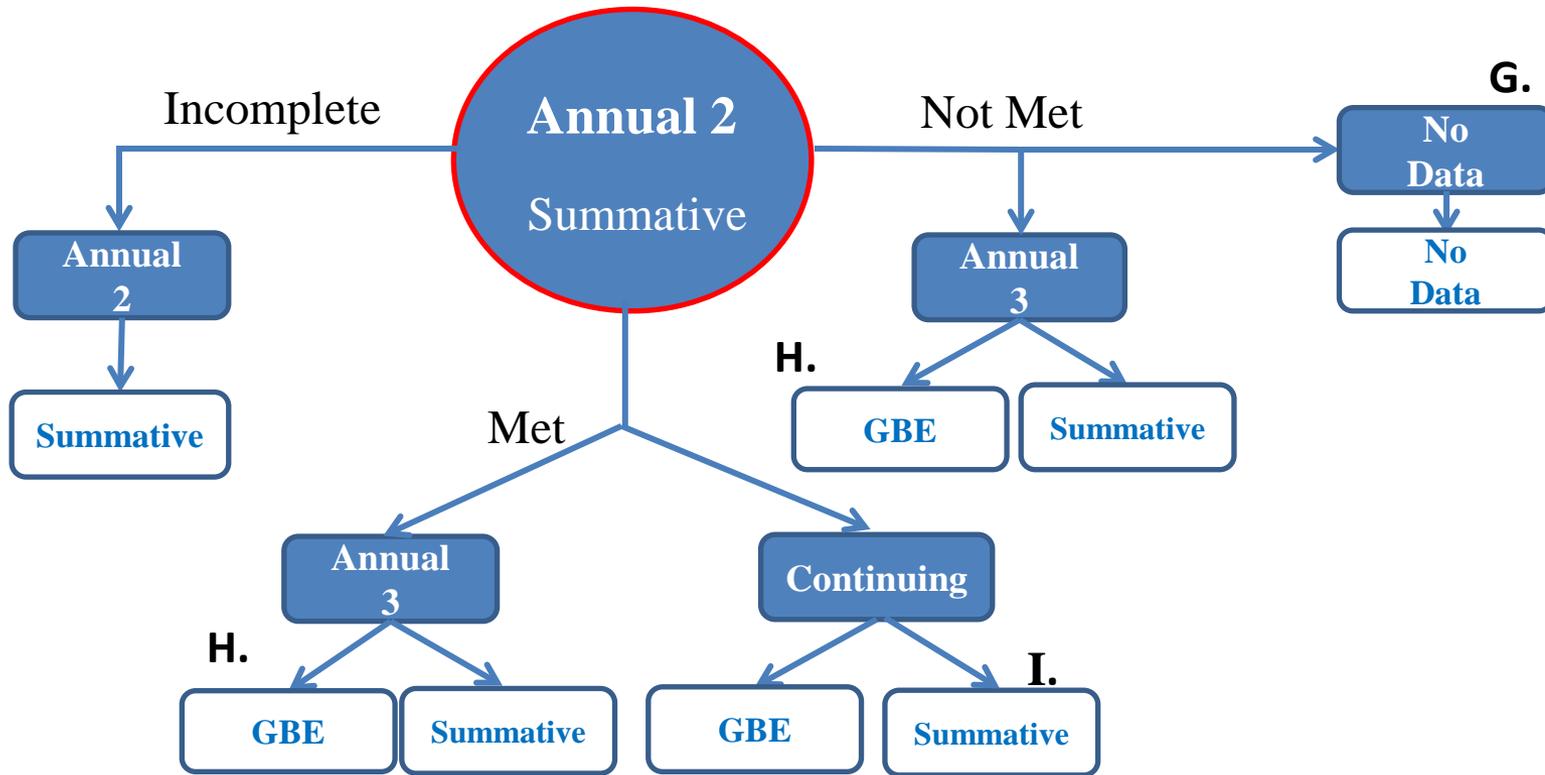
D. Formative Evaluation at the Annual level refers to what has been known as diagnostic assistance. An educator may only receive Formative Evaluation **once** at the Annual Contract level; either during the teacher’s first annual contract year or during the annual contract year following the teacher’s first unsuccessful formal evaluation. Since an educator on this page has already participated in Formative Evaluation at the Annual (1) level, they are not eligible to participate in the Formative Evaluation (diagnostic assistance) process for a second time.

E. An annual-contract teacher **who has met the formal evaluation criteria set by the State Board of Education** and the requirements set by the local board of trustees **but who has not yet satisfied all requirements established by the State Board of Education for the professional teaching certificate is eligible for employment under a subsequent annual contract, with evaluation being either formal or informal** (i.e., goals-based), at the discretion of the local school district..

F. Teachers employed under continuing contracts must be evaluated on a continuous basis. The evaluation may be formal or informal (i.e., goals-based), at the discretion of the district. Districts must develop policies for recommending continuing-contract teachers for formal evaluation. **Continuing-contract teachers who are being recommended for formal evaluation the following school year must be notified in writing when a contract is offered..** The written notification must include the reason(s) that a formal evaluation is recommended, as well as a description of the formal evaluation process. You should call the Office of Educator Evaluation if you plan to choose Summative here.



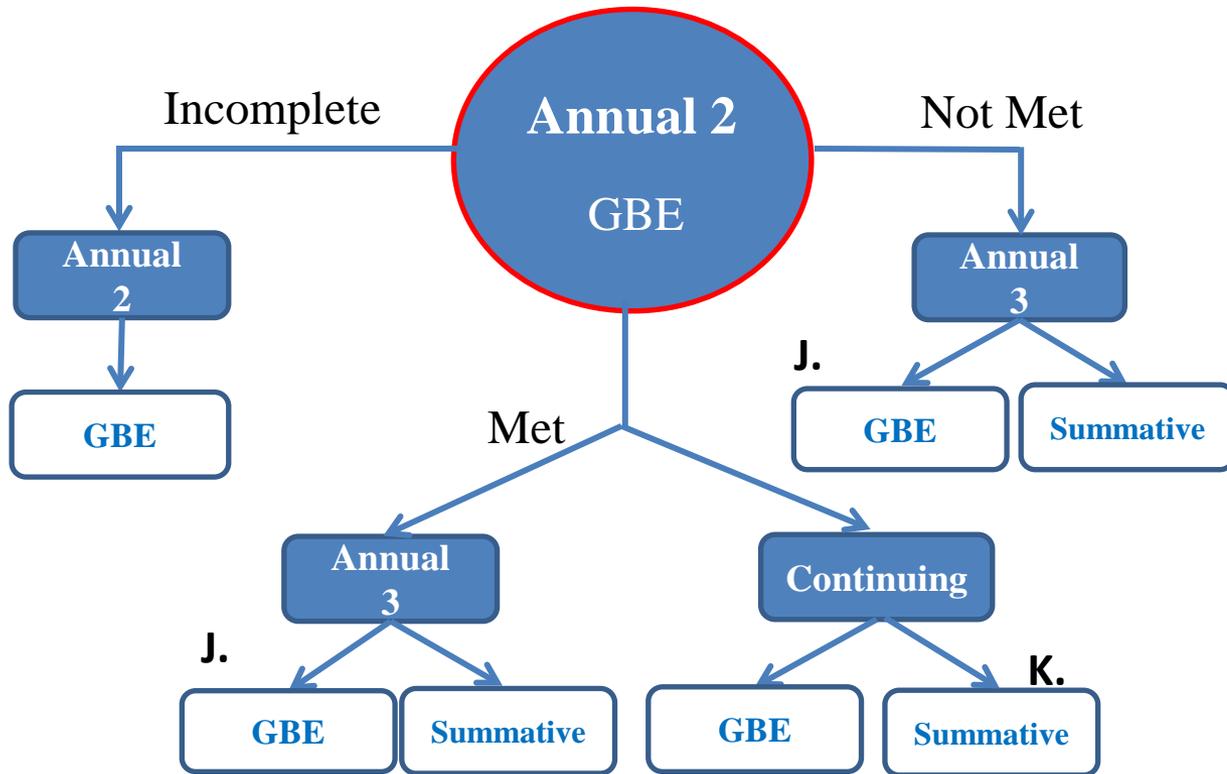
Note: Formative Evaluation at the Annual level refers to what has been known as diagnostic assistance. An educator *may* only receive Formative Evaluation **once** at the Annual Contract level; either during the teacher’s first annual contract year or during the annual contract year following the teacher’s first unsuccessful formal evaluation. Since an educator on this page has already participated in Formative Evaluation at the Annual (1) level, they are not eligible to participate in the Formative Evaluation (diagnostic assistance) process for the next contract year, unless the evaluation for the current year was incomplete.



G. An annual-contract teacher, who for the *second time* fails to meet the **formal evaluation criteria** set by the State Board of Education, will have his or her teaching certificate automatically suspended by the State Board of Education, as prescribed in Section 59-5-60 of the South Carolina Code of Laws. Subsequent to this action, the teacher will be ineligible to be employed as a classroom teacher in a public school in this state for a minimum of two years.

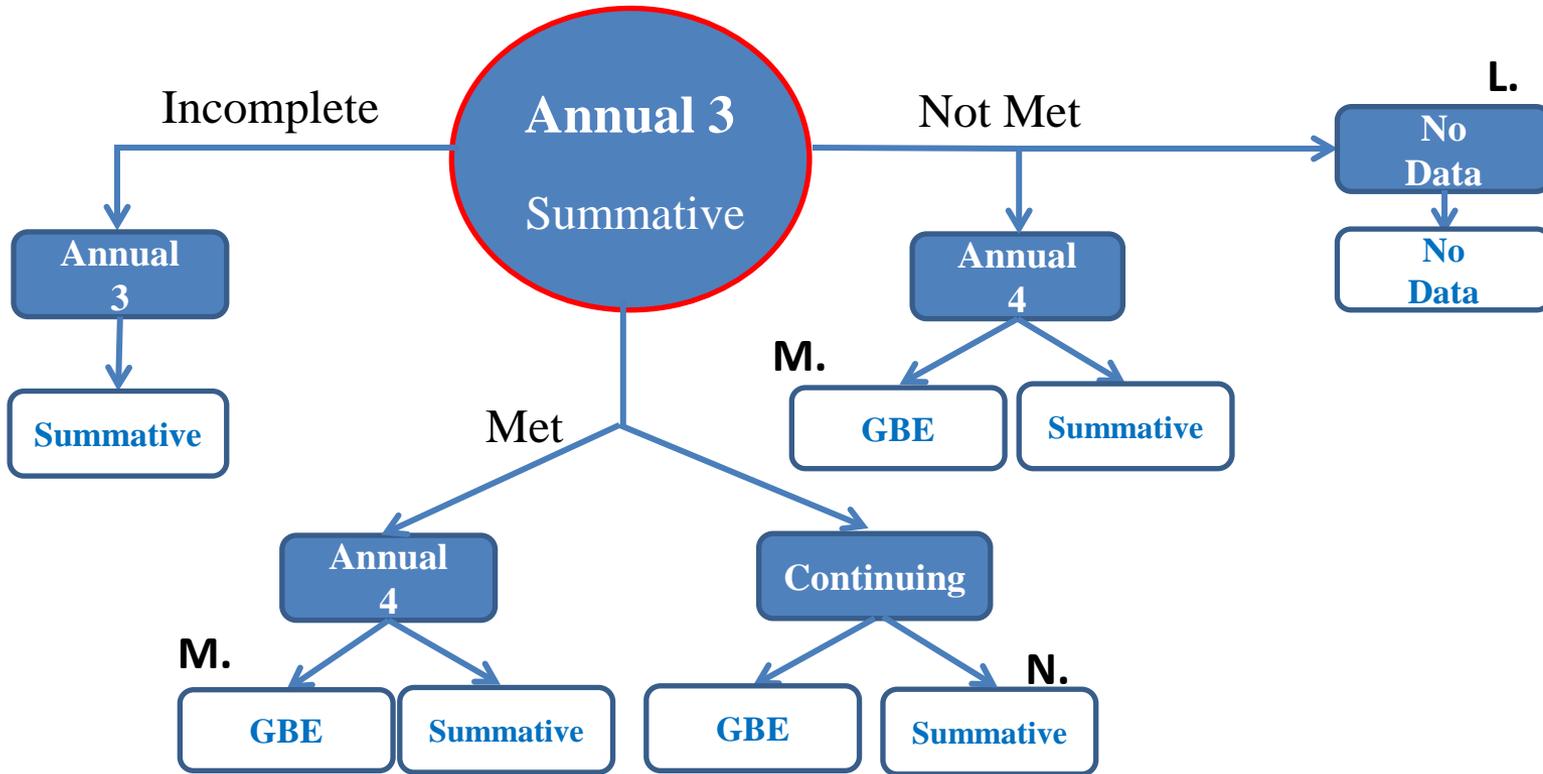
H. An annual-contract teacher **who has met the formal evaluation criteria set by the State Board of Education** and the requirements set by the local board of trustees **but who has not yet satisfied all requirements established by the State Board of Education for the professional teaching certificate is eligible for employment under a subsequent annual contract, with evaluation being either formal or informal** (i.e., goals-based), at the discretion of the local school district. In order to choose GBE here, the educator would have successfully met the requirements of the Summative Evaluation at least at the Annual 1 level.

I. Teachers employed under continuing contracts must be evaluated on a continuous basis. The evaluation may be formal or informal (i.e., goals-based), at the discretion of the district. Districts must develop policies for recommending continuing-contract teachers for formal evaluation. **Continuing-contract teachers who are being recommended for formal evaluation the following school year must be notified in writing when a contract is offered.** The written notification must include the reason(s) that a formal evaluation is recommended, as well as a description of the formal evaluation process. You should call the Office of Educator Evaluation if you plan to choose Summative here.



J. An annual-contract teacher **who has met the formal evaluation criteria set by the State Board of Education** and the requirements set by the local board of trustees **but who has not yet satisfied all requirements established by the State Board of Education for the professional teaching certificate is eligible for employment under a subsequent annual contract, with evaluation being either formal or informal** (i.e., goals-based), at the discretion of the local school district.

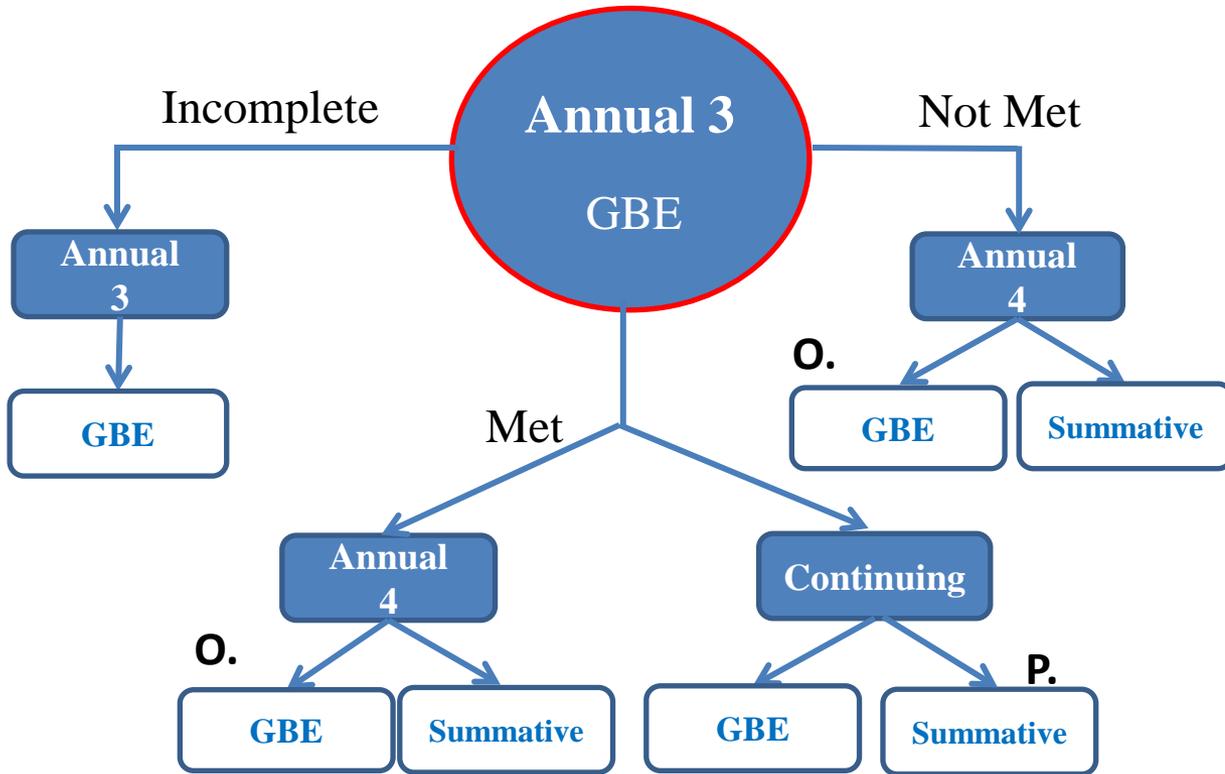
K. Teachers employed under continuing contracts must be evaluated on a continuous basis. The evaluation may be formal or informal (i.e., goals-based), at the discretion of the district. Districts must develop policies for recommending continuing-contract teachers for formal evaluation. **Continuing-contract teachers who are being recommended for formal evaluation the following school year must be notified in writing when a contract is offered..** The written notification must include the reason(s) that a formal evaluation is recommended, as well as a description of the formal evaluation process. You should call the Office of Educator Evaluation if you plan to choose Summative here.



L. An annual-contract teacher, who for the *second time* fails to meet the **formal evaluation criteria** set by the State Board of Education, will have his or her teaching certificate automatically suspended by the State Board of Education, as prescribed in Section 59-5-60 of the South Carolina Code of Laws. Subsequent to this action, the teacher will be ineligible to be employed as a classroom teacher in a public school in this state for a minimum of two years.

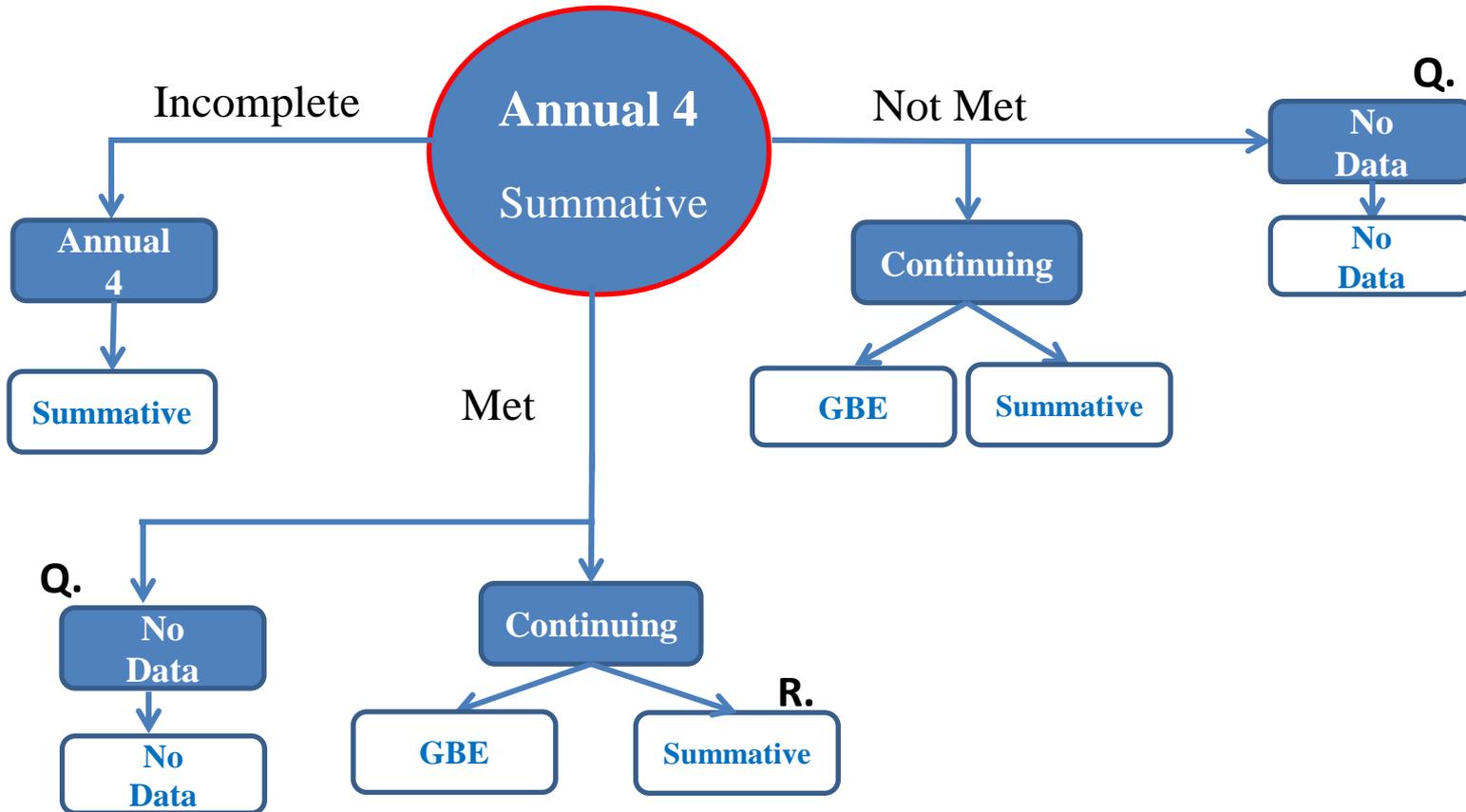
M. An annual-contract teacher **who has met the formal evaluation criteria set by the State Board of Education** and the requirements set by the local board of trustees but who has not yet satisfied all requirements established by the State Board of Education for the professional teaching certificate is eligible for employment under a subsequent annual contract, with evaluation being either formal or informal (i.e., goals-based), at the discretion of the local school district. In order to choose GBE here, the educator would have successfully met the requirements of the Summative Evaluation at least at the Annual 1 level.

N. Teachers employed under continuing contracts must be evaluated on a continuous basis. The evaluation may be formal or informal (i.e., goals-based), at the discretion of the district. Districts must develop policies for recommending continuing-contract teachers for formal evaluation. **Continuing-contract teachers who are being recommended for formal evaluation the following school year must be notified in writing when a contract is offered.** The written notification must include the reason(s) that a formal evaluation is recommended, as well as a description of the formal evaluation process. You should call the Office of Educator Evaluation if you plan to choose Summative here.



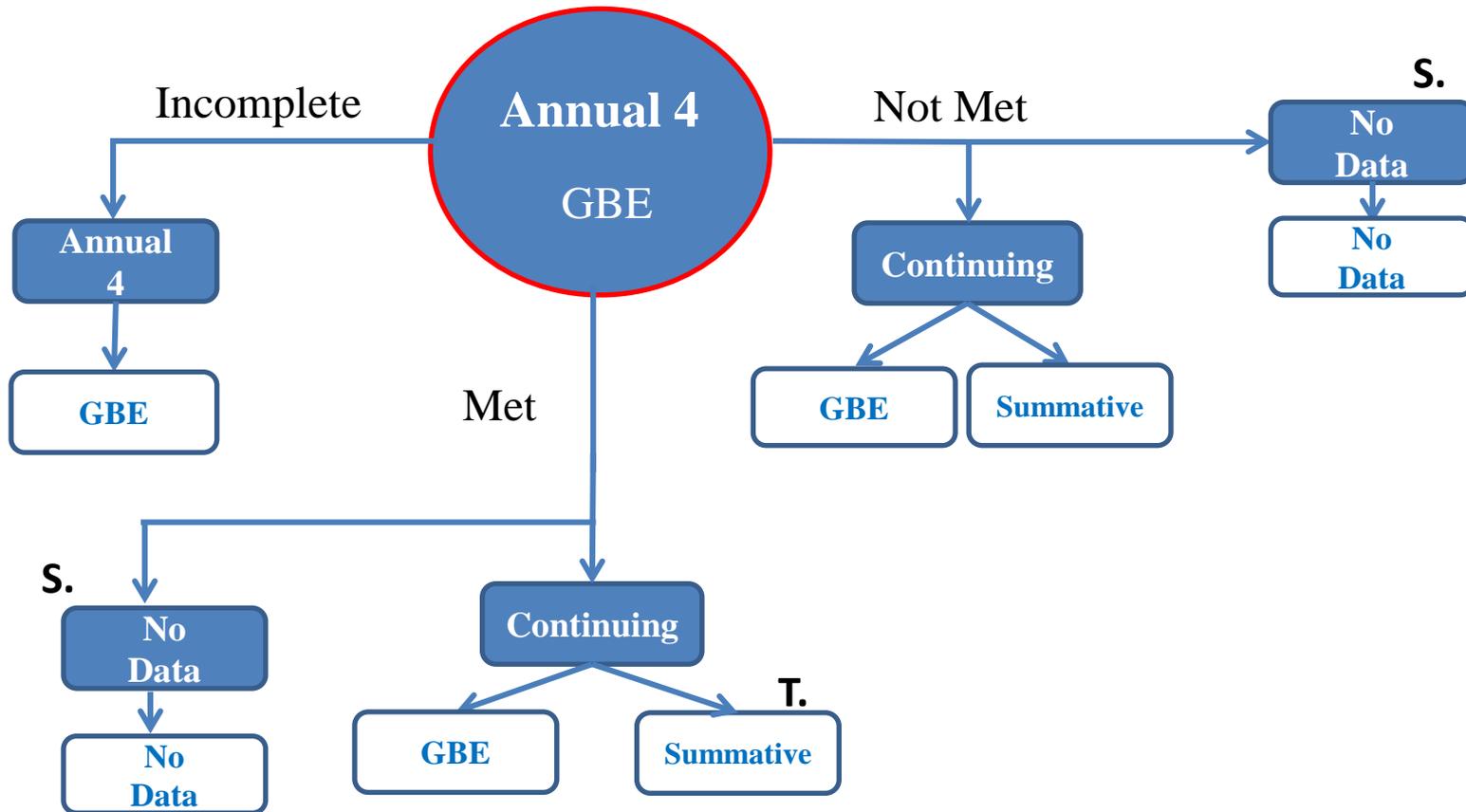
O. An annual-contract teacher who has met the formal evaluation criteria set by the State Board of Education and the requirements set by the local board of trustees but who has not yet satisfied all requirements established by the State Board of Education for the professional teaching certificate is eligible for employment under a subsequent annual contract, with evaluation being either formal or informal (i.e., goals-based), at the discretion of the local school district.

P. Teachers employed under continuing contracts must be evaluated on a continuous basis. The evaluation may be formal or informal (i.e., goals-based), at the discretion of the district. Districts must develop policies for recommending continuing-contract teachers for formal evaluation. **Continuing-contract teachers who are being recommended for formal evaluation the following school year must be notified in writing when a contract is offered..** The written notification must include the reason(s) that a formal evaluation is recommended, as well as a description of the formal evaluation process. You should call the Office of Educator Evaluation if you plan to choose Summative here.



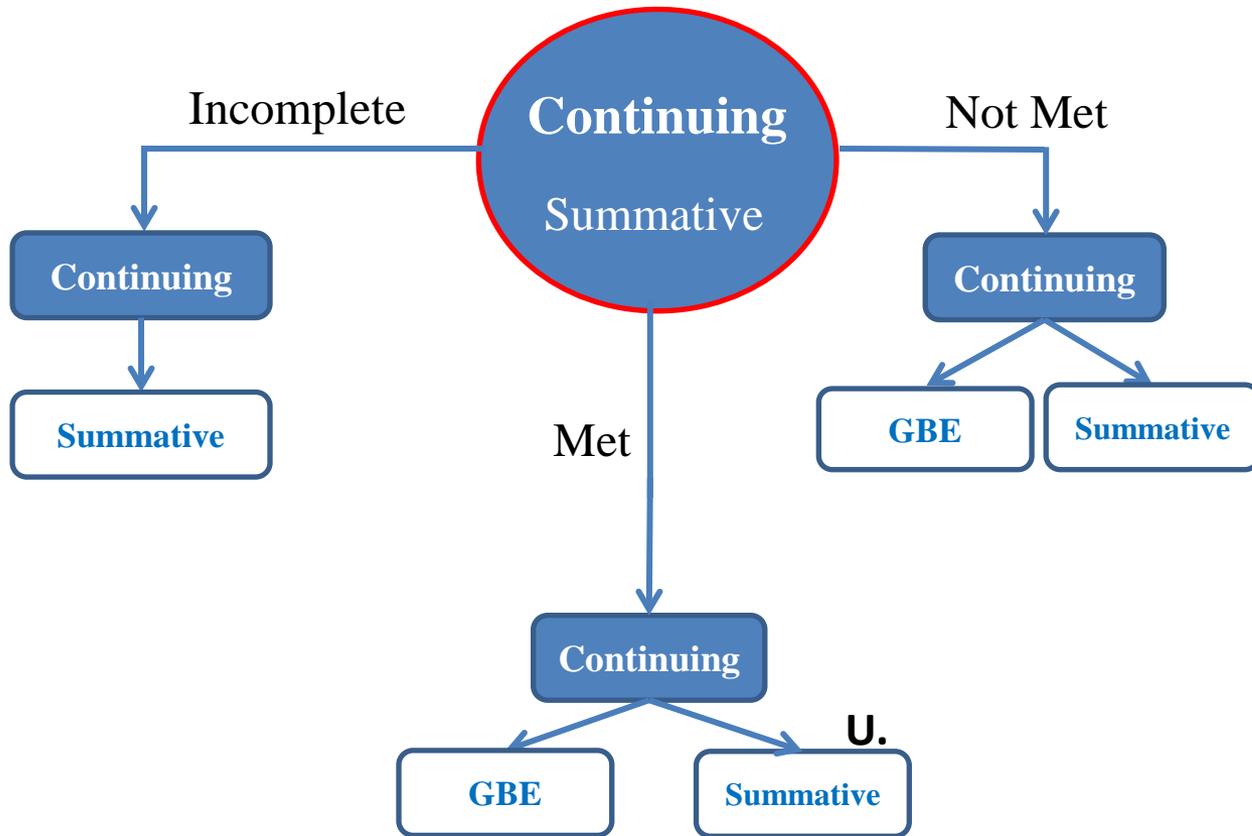
Q. At a minimum, districts must require annual-contract teachers to meet the ADEPT formal evaluation criteria and all other requirements for the professional teaching certificate, as specified by the State Board of Education, in order to advance to the continuing-contract level. A choice of NO DATA here indicates that the educator passed a Summative Evaluation **but did not meet other criteria set forth by the State Board. (i.e. Program or testing requirements)** and cannot earn a continuing contract at this time. You should call the Certification Office or the Office of Educator Evaluation before making this selection.

R. Teachers employed under continuing contracts must be evaluated on a continuous basis. The evaluation may be formal or informal (i.e., goals-based), at the discretion of the district. Districts must develop policies for recommending continuing-contract teachers for formal evaluation. **Continuing-contract teachers who are being recommended for formal evaluation the following school year must be notified in writing when a contract is offered.** The written notification must include the reason(s) that a formal evaluation is recommended, as well as a description of the formal evaluation process. If you should call the Office of Educator Evaluation before making this selection. 13

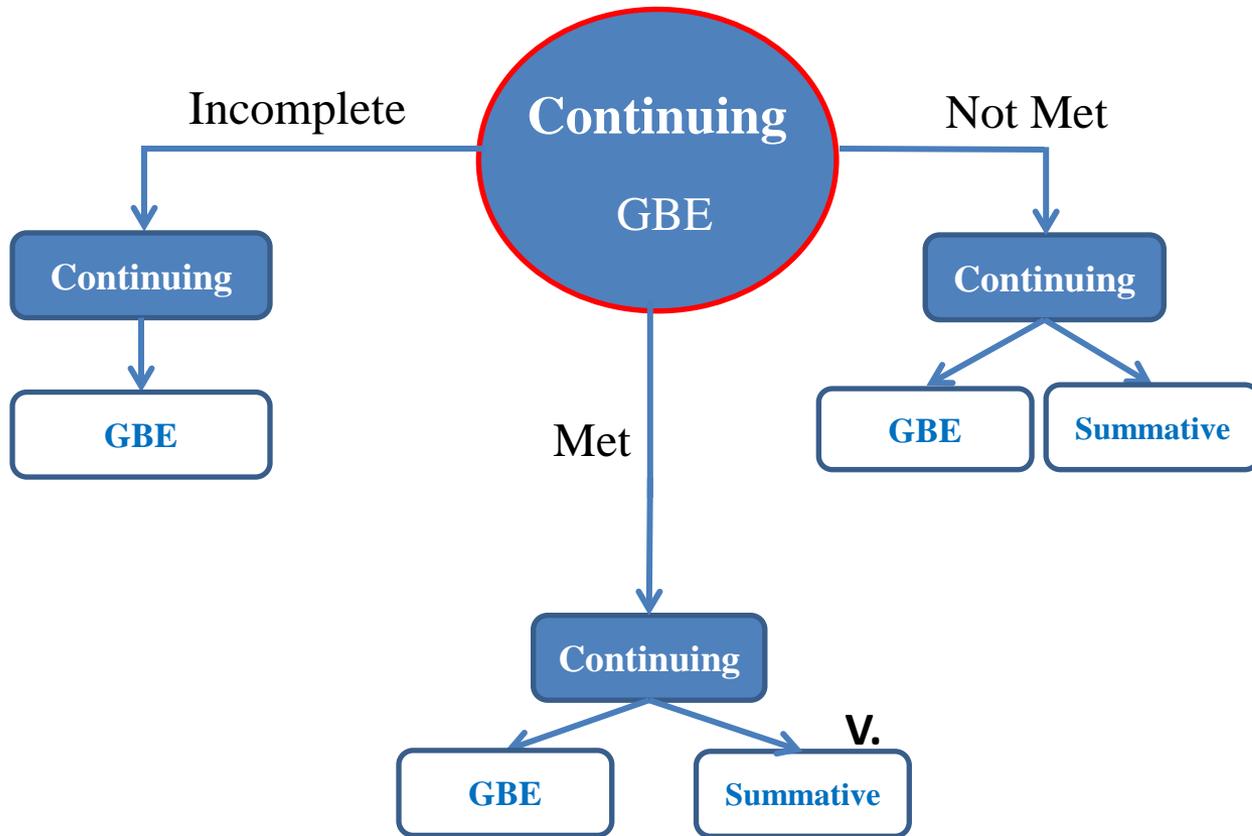


S. At a minimum, districts must require annual-contract teachers to meet the ADEPT formal evaluation criteria and all other requirements for the professional teaching certificate, as specified by the State Board of Education, in order to advance to the continuing-contract level. A choice of NO DATA here indicates that the educator passed a Summative Evaluation **but did not meet other criteria set forth by the State Board. (i.e. Program or testing requirements)** and cannot earn a continuing contract at this time. You should call the Certification Office or the Office of Educator Evaluation before making this selection.

T. Teachers employed under continuing contracts must be evaluated on a continuous basis. The evaluation may be formal or informal (i.e., goals-based), at the discretion of the district. Districts must develop policies for recommending continuing-contract teachers for formal evaluation. **Continuing-contract teachers who are being recommended for formal evaluation the following school year must be notified in writing when a contract is offered.** The written notification must include the reason(s) that a formal evaluation is recommended, as well as a description of the formal evaluation process. If you should call the Office of Educator Evaluation before making this selection. 14



- U. Teachers employed under continuing contracts must be evaluated on a continuous basis. The evaluation may be formal or informal (i.e., goals-based), at the discretion of the district. Districts must develop policies for recommending continuing-contract teachers for formal evaluation. **Continuing-contract teachers who are being recommended for formal evaluation the following school year must be notified in writing when a contract is offered.** The written notification must include the reason(s) that a formal evaluation is recommended, as well as a description of the formal evaluation process. If you should call the Office of Educator Evaluation before making this selection.



- V. Teachers employed under continuing contracts must be evaluated on a continuous basis. The evaluation may be formal or informal (i.e., goals-based), at the discretion of the district. Districts must develop policies for recommending continuing-contract teachers for formal evaluation. **Continuing-contract teachers who are being recommended for formal evaluation the following school year must be notified in writing when a contract is offered.** The written notification must include the reason(s) that a formal evaluation is recommended, as well as a description of the formal evaluation process. If you should call the Office of Educator Evaluation before making this selection.