



# School Librarian Evaluation Instrument (SLEI) 2017-2018 Guidelines

## Getting Started

- At the beginning of the school year, the principal must appoint all evaluators in writing to ensure library media specialists (LMS) have identified their evaluators. Employees do not have to approve their evaluators.
- The principal must ensure that all evaluators are credentialed before evaluating the library media specialist(s).

## Annual SLEI Process

1. Self-Assessment and PSC Professional Goal Setting
  - LMS will complete the self-assessment prior to the pre-evaluation conference.
  - LMS will enter 2 goals into Platform: 1) district-determined & 2) standard-based.
  - LMS hired after the year begins must have the pre-evaluation conference within one month of the employment.
2. Three Conferences (Pre-Evaluation, Mid-Year, and Summative)
  - The Pre-Evaluation Conference must occur before any observations are conducted.
  - The Mid-Year Conference should review progress on all evaluation components.
  - The Summative Conference must be held individually.
3. One Formative Observation and Formative Assessment (30-minute scheduled teaching observation)
  - At the discretion of the evaluator, additional observations may be conducted.
  - All observations must be shared and finalized within 10 working days.
  - If the LMS requests a conference, one should be provided within the next 10 working days.
  - If a LMS receives an unsatisfactory observation, a conference should be held.
    - FULL (based on 2 Walkthroughs AND 1 Formative Observation)
    - FLEX (based on 1 Formative Observation)
4. Summative Assessment

Evaluators will rate all 10 standards, establishing an overall SLEI rating and score as seen in chart below:

Overall Rating	SLEI Level Score	SLEI Overall Rating	SLEI Point Rating
Unsatisfactory	Level I	Ineffective	0 – 6
Unsatisfactory	Level II	Needs Development	7 – 16
Satisfactory	Level III	Proficient	17 – 26
Satisfactory	Level IV	Exemplary	27 – 30

## Appeal Process

1. Performance ratings are not able to be grieved under Cobb County Board of Education Policy GAE or O.C.G.A. 20-2-210. Teachers wishing to appeal the Summative Assessment must complete a Performance Assessment Appeal within 10 working days of the Summative Conference.
2. The Principal must respond to the appeal within 20 working days of receipt.
3. If the Principal upholds the rating, the teacher may appeal to the Director of Evaluations. This appeal must be submitted within 10 working days of the Principal’s response. The Deputy Superintendent, the Assistant Superintendent, and the Director of Evaluation will review the appeal and collectively respond in writing, within 20 working days of receipt of the appeal. The decision of this body is final.

## Questions?

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