

School Librarian Evaluation Instrument (SLEI)

Quick Start Guide for Evaluators

What can I do to get started?

- Create your own digital folder or notebook for the SLEI.
- Download SLEI materials.
- Have a pre-conference with your library media specialist. He/she will provide you with a copy of the self-assessment. Discuss the assessment, how you can each support each other's work, and goals for the year.
- Approve the LMS Professional Learning Goal and enter on the summative evaluation September 13th.
- Establish expectations for documentation and observation(s) for the year.

Where can I find SLEI materials?

- SLEI has a tab in the O365 Evaluation notebook created by Cobb HR.
- Materials are also located at www.cobblibrarymedia.com/evaluation.html

What do I have to turn in?

- At the end of the year, a paper copy of the Summative Assessment should be sent to HR. A digital copy should be emailed to Holly.Frilot@cobbk12.org.

Where do I put goal information?

- Goal information should be included on the summative evaluation.

What else am I required to do?

- You must conduct 1 teaching observation by January 31st. Standards 2, 3, 5, and 7 are typically the focus of a teaching observation.
- The teaching observation will not be enough to evaluate all 10 standards. Documentation and conversation are required to fully evaluate a library media specialist.
- There are two forms you must complete: a formative assessment and a summative assessment.
- You must have three conferences: a pre-conference, a formative conference mid-year, and a summative conference at the end of the year.

What if the library media specialist has fewer than 3 full years of experience?

- With less than 3 full years of experience, library media specialists are on the "full" plan, which requires two additional 15-minute walk-throughs (conversations), one during first semester and one during second semester.

What else should I know?

- Staffing can impact levels of performance. For example, when a library media parapro is not available to manage facility and troubleshooting needs, the library media specialist spends less time as an instructional collaborator and teacher.
- The SLEI was developed to better evaluate a contemporary library media specialist serving in the roles of instructional collaborator and instructional leader. With increased knowledge and communication between administration and the library media specialist, the library media specialist can better support school goals and have greater impact on student achievement and engagement.