

JULY/AUGUST

- Library media specialist (LMS) and evaluator become familiar with the School Librarian Evaluation Instrument.
- LMS and evaluator become familiar with the Contributing Professionals Platform in TLE.
- LMS completes the Self Assessment Form and uploads in the Documenting Performance section of the Contributing Professionals Platform.

AUGUST-JANUARY

- Evaluator completes a 30-minute teaching evaluation using the Formative Assessment Form. Full process LMS also receive a 10-minute walk-through.
- Evaluator provides feedback on all 10 standards on the Formative Assessment through observation, conversation, and documentation.
- The Formative Assessment is then uploaded into the Documenting Performance section of the Contributing Professionals Platform.
- LMS collects and uploads documentation in the Documenting Performance section.

JANUARY-APRIL

- LMS continues to collect documentation and upload into the Documenting Performance section of the Contributing Professionals Platform.
- Evaluator conducts additional observations, walk-throughs, and meetings as needed.
- Evaluator conducts a 10-minute walk-through for full process LMS.

AUGUST/SEPTEMBER

- LMS begins the process of establishing Professional Learning Goal(s). Full cycle LMS will also begin a Professional Learning Plan.
- LMS and evaluator meet and finalize Professional Learning Goal(s) in the Pre-Evaluation Conference. Full cycle LMS will also finalize their Professional Learning Plan.
- LMS and evaluator establish expected documentation to support goals and evidence of SLEI standards in the Pre-Evaluation Conference.
- Evaluator enters notes in the Pre-Conference section of the Contributing Professionals Platform.

JANUARY/FEBRUARY

- Evaluator and LMS meet for the Mid-Year Conference.
- During the Mid-Year conference, the evaluator reviews the Formative Assessment form with the LMS, discusses the progress on all 10 SLEI standards, and evaluates progress toward goals.
- Evaluator enters Mid-Year Conference notes in the Mid-Year Conference section of the Contributing Professionals Platform.

APRIL/MAY

- Evaluator reviews all documentation, rates and provides commentary for all 10 SLEI standards on the Summative Assessment Form, and evaluates progress toward goals.
- Evaluator and LMS meet for the Summative Conference. Evaluator enters notes in the Summative Conference section.
- Evaluator uploads the Summative Assessment Form in the Documenting Performance section. Please mail a paper copy to HR by June 8th, 2018.