SCHOOL LIBRARIAN EVALUATION TIMELINE
2019-2020

JULY/AUGUST

• Library media specialist (LMS) and evaluator become familiar with the School Librarian Evaluation Instrument (SLEI).

• LMS and evaluator establish a method for keeping track of evaluation documentation and notes throughout the year: OneNote notebook, etc.

• LMS completes the Self-Assessment Form and develops a professional learning goal for the year based on one of the 10 SLEI standards. Full cycle LMS will establish a Professional Learning Plan.

AUGUST-SEPTEMBER

• LMS and evaluator meet and finalize Professional Learning Goal 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.

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.

• LMS collects and maintains documentation to support SLEI standards.

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 LMS goal.

• Evaluator and LMS sign and date the Formative Assessment Form. Evaluator provides the LMS with a copy of the Formative Assessment Form.

JANUARY-APRIL

• LMS continues to collect documentation of meeting SLEI standards.

• Evaluator conducts additional observations, walk-throughs, and meetings as needed.

• Evaluator conducts an additional 10-minute walk-through for full process LMS.

APRIL/MAY


• Evaluator reviews all documentation, rates and provides commentary for all 10 SLEI standards on the Summative Assessment Form, and evaluates progress toward LMS goal.

• Evaluator and LMS sign and date the Summative Assessment Form. Mail a paper copy to HR and email a digital copy to Holly Frilot by May 22, 2019.