

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 one of the 10 SLEI standards. Full cycle LMS will establish a Professional Learning Plan.

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-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.

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.

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.

APRIL/MAY

- Evaluator and LMS meet for the Summative Conference. Deadline: TBD.
- 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 in May.*