School Librarian Evaluation Instrument (SLEI) 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.
➢ The principal must ensure that all evaluators are credentialed before evaluating the library media specialist(s).

Annual SLEI Process

1. Self-Assessment & Goal Setting
   • LMS will complete the self-assessment prior to the pre-evaluation conference.
   • LMS will establish one goal based on one of the 10 SLEI standards.
   • LMS hired after the year begins must have the pre-evaluation conference within one month of 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 (Teaching) Observation and Formative Assessment
   • At the discretion of the evaluator, additional observations may be conducted.
   • All observations must be shared within 10 working days.
   • If the LMS requests a conference, one should be provided within the next 10 working days.
   • If an 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:

<table>
<thead>
<tr>
<th>Overall Rating</th>
<th>SLEI Level Score</th>
<th>SLEI Overall Rating</th>
<th>SLEI Point Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unsatisfactory</td>
<td>Level I</td>
<td>Ineffective</td>
<td>0 – 6</td>
</tr>
<tr>
<td>Unsatisfactory</td>
<td>Level II</td>
<td>Needs Development</td>
<td>7 – 16</td>
</tr>
<tr>
<td>Satisfactory</td>
<td>Level III</td>
<td>Proficient</td>
<td>17 – 26</td>
</tr>
<tr>
<td>Satisfactory</td>
<td>Level IV</td>
<td>Exemplary</td>
<td>27 – 30</td>
</tr>
</tbody>
</table>

Last updated August 2019 by Holly Frilot, GLMA President