

School Librarian Evaluations – SCLead Process Guide

Formative/Summative Evaluations

Administrators must ensure that the evaluation model is set as ADEPT 2020 for Special Areas and the Evaluation Type is School Librarian in the educator's evaluation Settings. Also, ensure the correct Contract and Evaluation Level are selected.

Status	Evaluation Settings	
Settings		
EVALUATION	Evaluation Model Edit	
Orientation	Model ADEPT 2020 For Special Areas	
Plan	The process by which the educator is evaluated, e.g. 2006 ADEPT, Expanded ADEPT, PADEPP.	
Goals		
Observations		
Evaluation Conferences	ADEPT Settings Edit	
Professionalism	Type School Librarian	
Attachments	The type of evaluation for this educator, e.g. Classroom-Based Teacher, Library Media Specialists, Principal.	
Results	Evaluation Level Summative	
	The level of evaluation, e.g. Summative, Formative, or GBE.	
Educator Profile	Contract Level Annual 2	
Request Correction	The contracting level of the educator.	
	Source SCL	
	The source of this data record: PDS, ADS, or SCL. If Local, SCL is the source.	
	Imported <input type="checkbox"/>	
	Indicates whether this evaluation was imported.	

1. The School Librarian must sign the **Orientation** before the evaluation process can begin. The orientation date must be entered by the administrator before the librarian can sign.

Status	Orientation	
Settings	Edit Delete	
EVALUATION		
Orientation	The school district must ensure that all educators scheduled for formal evaluation receive a comprehensive orientation to the ADEPT model prior to the beginning of the evaluation process. The orientation may be presented to the educators in a group setting or on an individual basis. The orientation must be presented by one or more certified evaluators or trainers and must include, at a minimum, both written and oral explanations of the evaluation instrument, the evaluation process, timeline or calendar, the criteria for successfully completing the evaluation, and the intended use of the evaluation results. Additionally, prior to the beginning of the preliminary evaluation period, each educator must be informed of the names of the members of his or her evaluation team.	
Plan	<input checked="" type="checkbox"/> I have received an orientation to the district's approach to the Expanded ADEPT evaluation model	
Goals	<input type="checkbox"/> I did not require an orientation to the district's approach to the Expanded ADEPT evaluation model	
Observations		
Evaluation Conferences	Orientation Date	
Professionalism	10/16/2023	
Attachments	Signatures	
Results	+ Add my signature	
Educator Profile		
Request Correction		

School Librarian Evaluations – SCLead Process Guide

2. Once the orientation has been signed, the librarian's plan can be created. The school librarian should select **Plan** and then "Start Plan". Enter the details of the School Librarian Plan. Attach any necessary documents.

The screenshot shows the SCLead interface. On the left is a vertical sidebar with a menu. The menu items are: Status, Settings, EVALUATION, Orientation, **Plan** (highlighted with a black arrow), Goals, Observations, Evaluation Conferences, Professionalism, Attachments, and Results. Below the menu are links for 'Educator Profile' and 'Request Correction'. The main content area is titled 'Plan' and 'School Librarian Plan'. It contains text explaining the plan's purpose and a list of items that can be brought to the conference. At the top right of the main content area, there is a 'Start Plan' button with a circular arrow icon and a black arrow pointing to it.

Plan

School Librarian Plan

The School Librarian Plan includes: schedule, collection analysis, budget analysis, goal, policies and procedures, and school and community involvement reflection. The School Librarian Plan is required for Formative and Summative evaluations, but is not required for Goals-Based evaluations.

As an option, the school librarian may bring any of the following to the School Librarian Plan Conference as requested by the evaluator:

- Lesson Plans
- Student Work Assessment Documentation
- Instructional Calendar
- Any Samples of:
 - Professional Development Training
 - Accolades or Other Special Acknowledgement of Merits
 - Published Works, Digital Footprint (i.e., website, blog, Twitter, other social media, professional journals, conferences, webinars, professional contacts with authors or other library professionals
 - Presentation(s), Formal Recognition, or Award

Upon approval of the school librarian's plan, the evaluation chair and then the school librarian must sign the Preliminary Approval Conference. As the plan is discussed throughout the evaluation process, signatures must occur for both the Preliminary Evaluation Conference and the Final Evaluation Conference.

3. If any goals in addition to the SMART Goals (embedded in the School Librarian Plan) are required, the librarian should select **Goals**, click "Add Goal", and proceed with details of the goal. Signatures from the Evaluation Chair and the Librarian will be required for Preliminary Review, Mid-Year Review, and Final Review.

The screenshot shows the SCLead interface. On the left is a vertical sidebar with a menu. The menu items are: Status, Settings, EVALUATION, Orientation, Plan, **Goals** (highlighted with a black arrow), Observations, Evaluation Conferences, Professionalism, Attachments, and Results. Below the menu are links for 'Educator Profile' and 'Request Correction'. The main content area is titled 'Professional Goals'. It contains text explaining the purpose of professional goals and a list of items that can be brought to the conference. At the top right of the main content area, there are 'Add Goal' and 'Restore Goal' buttons. At the bottom of the main content area, there is a light blue box with the text 'There are no professional goals.'

Professional Goals

Professional Goals

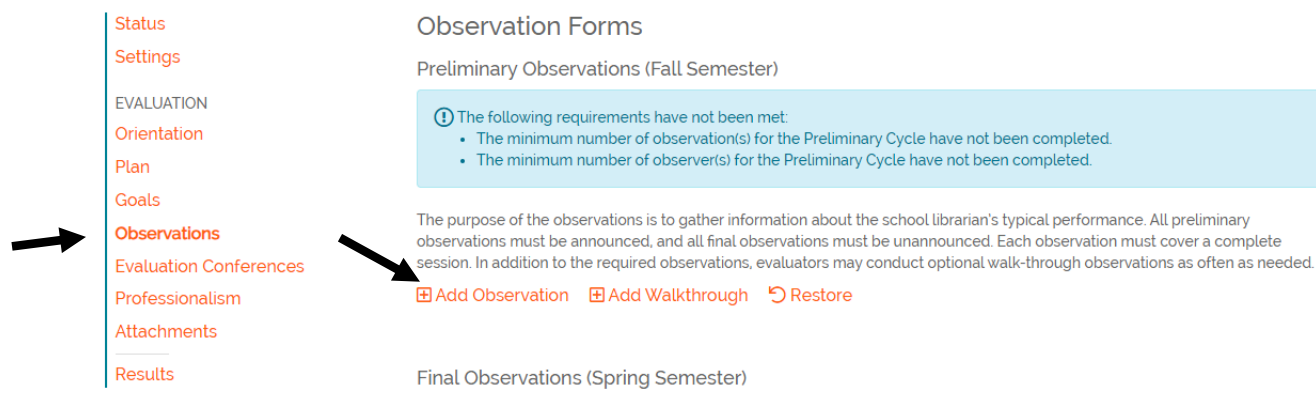
Per 59-26-40, educators at the annual and continuing-contract levels must establish an individual professional growth and development plan. Professional Goals can serve as the professional growth and development or be used to support educators' development:

- Formatively as GBE goals for growth and reflection for special area educators or other educators that don't meet SLO business rules,
- As a component of a goals-based, summative, or formative evaluation, or to
- Address areas of weakness.

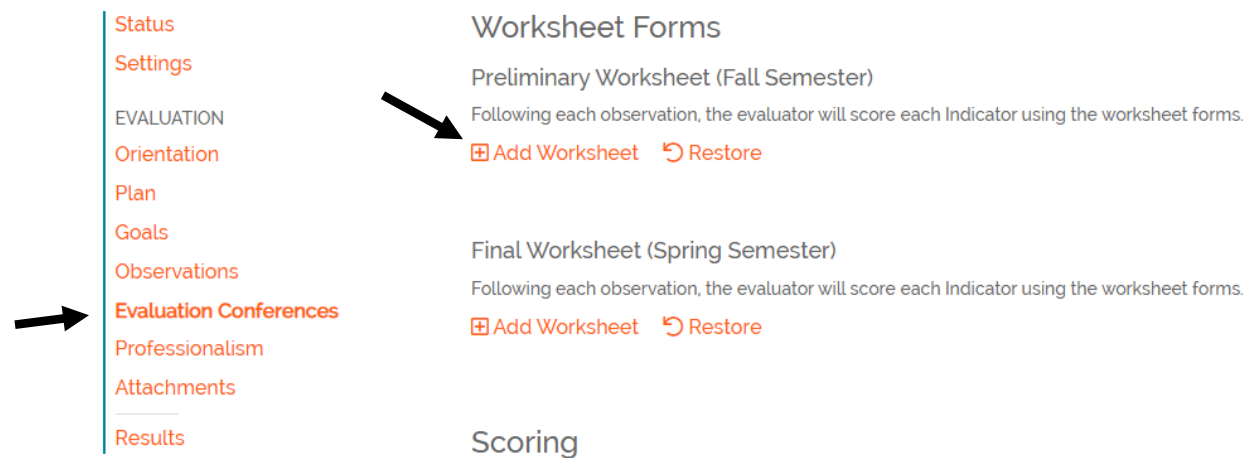
There are no professional goals.

4. Evaluators can add **Observations** by selecting the appropriate tab on the left menu and clicking "Add Observation". The evaluator should add details of the observation date, school, etc.) and Submit. Details should be entered for both the pre-conference (required questions) and post-conference (self-score to be completed by librarian, which is released by evaluator upon conclusion of the observation; evaluator scores are not entered here).

Both the evaluator and the librarian must sign the Post-Conference (Observation Summary).



5. **Evaluation Conferences** must be completed by the evaluator in order to score observations. The evaluator must select “Add Worksheet” to enter scores. Only the evaluator completing the Worksheet can see the details of the Worksheet. Scores will transfer from the Worksheet Form to Scoring. Consensus scoring is completed under the Preliminary Cycle Evaluation Conference and the Final Cycle Evaluation Conference (Scoring Conference tab). All members of the evaluation team and the School Librarian must sign the Evaluation Conferences Summary pages.



Scoring

Preliminary Cycle Evaluation Conference

- ❗ The following requirements have not been met:
- A scoring conference is required for the Preliminary Cycle.

When there are two or more evaluators on the evaluation team, the evaluators must reach consensus on all Indicator scores for the preliminary cycle and hold a Preliminary Cycle Evaluation Conference with the school librarian. The evaluation chair will share the preliminary cycle scores with the school librarian and discuss and approve the School Librarian Plan.

Evaluation Conference can be added by the Evaluator Chair after observation requirements have been met.

Final Cycle Evaluation Conference

- ❗ The following requirements have not been met:
- A scoring conference is required for the Final Cycle.

When there are two or more evaluators on the evaluation team, the evaluators must reach consensus on all Indicator scores for the final cycle and hold a Final Cycle Evaluation Conference with the school librarian. The evaluation chair will share the final cycle scores with the school librarian and discuss and approve the School Librarian Plan.

Evaluation Conference can be added by the Evaluator Chair after observation requirements have been met.

Scoring Conference

Summary

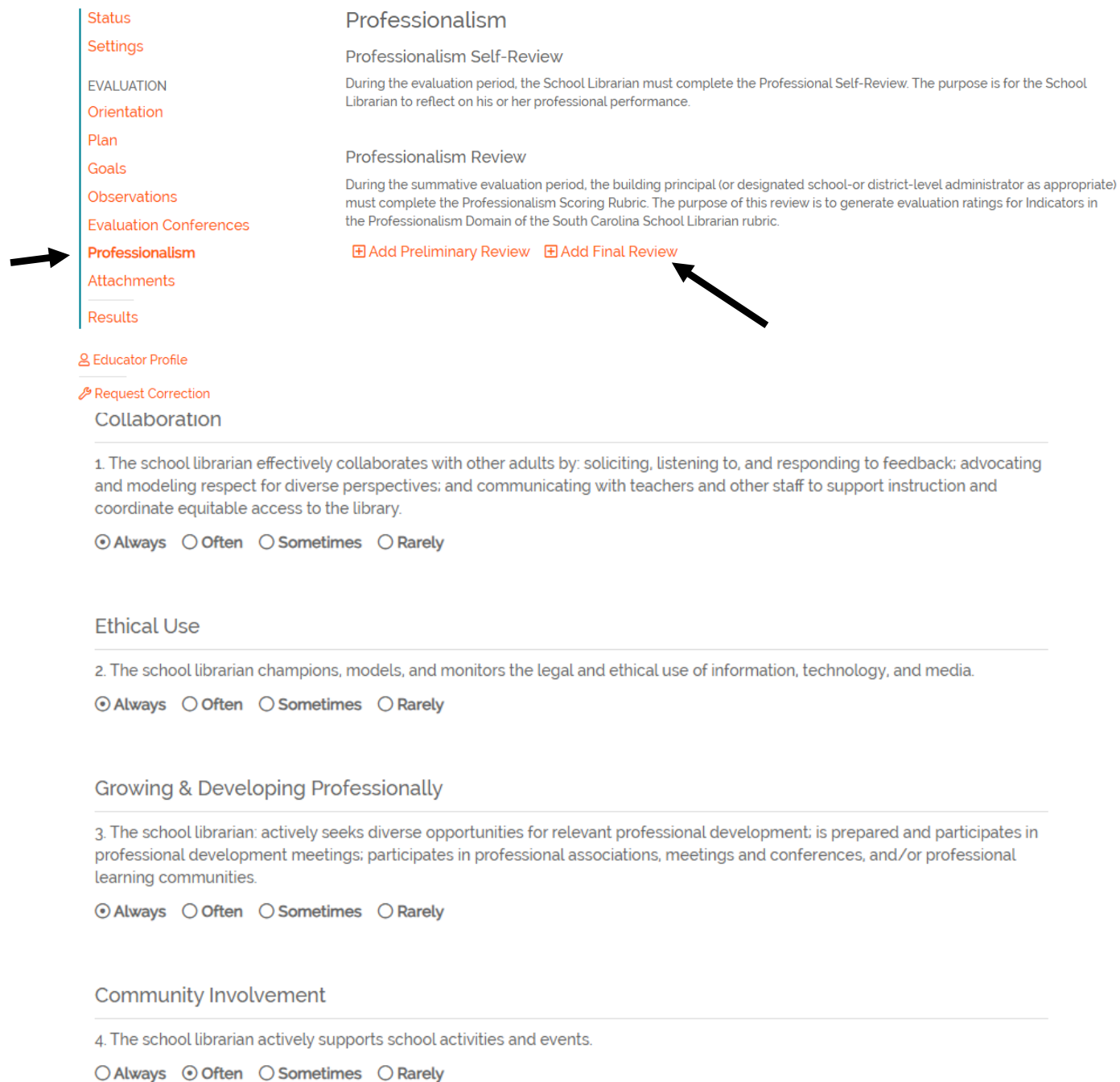
Instruction

	Evaluators' Scores					Indicator Consensus Score				
Promoting Literacy	W1	1	2	3	4	1	2	3	4	
	W2	1	2	3	4					
Promoting Inquiry	W1	1	2	3	4	1	2	3	4	
	W2	1	2	3	4					
Motivating Learners	W1	1	2	3	4	1	2	3	4	
	W2	1	2	3	4					
Librarian Knowledge of Learners	W1	1	2	3	4	1	2	3	4	
	W2	1	2	3	4					
Learner Collaboration	W1	1	2	3	4	1	2	3	4	
	W2	1	2	3	4					

- The **Professionalism** domain is required to be completed for the final cycle. The librarian adds the Professionalism Self-Review and the Evaluation Chair/Principal adds the Professionalism Review. Only the Final Professionalism Review is required. Both the

School Librarian Evaluations – SCLead Process Guide

librarian and Evaluation Chair/Principal must sign the Professionalism Final Review Form.



Status

Settings

EVALUATION

Orientation

Plan

Goals

Observations

Evaluation Conferences

Professionalism

Attachments

Results

Professionalism

Professionalism Self-Review

During the evaluation period, the School Librarian must complete the Professional Self-Review. The purpose is for the School Librarian to reflect on his or her professional performance.

Professionalism Review

During the summative evaluation period, the building principal (or designated school-or district-level administrator as appropriate) must complete the Professionalism Scoring Rubric. The purpose of this review is to generate evaluation ratings for Indicators in the Professionalism Domain of the South Carolina School Librarian rubric.

[Add Preliminary Review](#) [Add Final Review](#)

Educator Profile

Request Correction

Collaboration

1. The school librarian effectively collaborates with other adults by: soliciting, listening to, and responding to feedback; advocating and modeling respect for diverse perspectives; and communicating with teachers and other staff to support instruction and coordinate equitable access to the library.

☒ Always ☐ Often ☐ Sometimes ☐ Rarely

Ethical Use

2. The school librarian champions, models, and monitors the legal and ethical use of information, technology, and media.

☒ Always ☐ Often ☐ Sometimes ☐ Rarely

Growing & Developing Professionally

3. The school librarian: actively seeks diverse opportunities for relevant professional development; is prepared and participates in professional development meetings; participates in professional associations, meetings and conferences, and/or professional learning communities.

☒ Always ☐ Often ☐ Sometimes ☐ Rarely

Community Involvement

4. The school librarian actively supports school activities and events.

☐ Always ☒ Often ☐ Sometimes ☐ Rarely

7. It is optional for the librarian to add **Attachments** that support the evaluation.

School Librarian Evaluations – SCLead Process Guide

Attachments

Attachments

Name	Description	Created By
No attachments.		

No file chosen

8. The **Results** page of the evaluation will calculate final scores. It provides space for the educator and evaluator to provide feedback on the evaluation and for the administrator to input recommendations for the next year. The educator, evaluation chair, and district administrator should sign the Results page.

Evaluation Results

Educator Comments & Feedback

Educator Comments	[no comments]
Feedback and comments from the Educator	

Final Conference & Comments

Final Conference Date	[blank]
The date of the final conference.	

Evaluator Comments [no comments]

Evaluator Comments	[no comments]
Feedback and comments from the Evaluator(s)	

Final Evaluation Ratings

Overall Composite Rating/Score	N/A	0.00
This is the composite score for observations and the professionalism rubric.		

Overall Status Unknown

Recommendations for Next Year

Next Evaluation Level	No Data
Next Contract Level	No Data
Hire Status	Unknown

Signatures

School Librarian Evaluations – SCLead Process Guide

Goals-based Evaluation (GBE)

1. The School Librarian must sign the **Orientation** before the evaluation process can begin. The orientation date must be entered by the administrator before the librarian can sign.

Orientation

[Edit](#) [Delete](#)

The school district must ensure that all educators scheduled for formal evaluation receive a comprehensive orientation to the ADEPT model prior to the beginning of the evaluation process. The orientation may be presented to the educators in a group setting or on an individual basis. The orientation must be presented by one or more certified evaluators or trainers and must include, at a minimum, both written and oral explanations of the evaluation instrument, the evaluation process, timeline or calendar, the criteria for successfully completing the evaluation, and the intended use of the evaluation results. Additionally, prior to the beginning of the preliminary evaluation period, each educator must be informed of the names of the members of his or her evaluation team.

☒ I have received an orientation to the district's approach to the Expanded ADEPT evaluation model
☐ I did not require an orientation to the district's approach to the Expanded ADEPT evaluation model

Orientation Date
8/23/2023

Signatures

[+ Add my signature](#)

2. Once the orientation has been signed, the librarian can click **Goals** and “Add Goal” to enter the details of the Professional Goal. The professional goal should be signed by the Evaluation Chair and the librarian at the Preliminary Review, Mid-Year Review, and Final Review.

Professional Goals

[Add Goal](#) [Restore Goal](#)

Professional Goals

Per 59-26-40, educators at the annual and continuing-contract levels must establish an individual professional growth and development plan. Professional Goals can serve as the professional growth and development or be used to support educators' development:

- Formatively as GBE goals for growth and reflection for special area educators or other educators that don't meet SLO business rules,
- As a component of a goals-based, summative, or formative evaluation, or to
- Address areas of weakness.

There are no professional goals.

3. Evaluators have the option to add walkthrough data for the school librarian using the **Observations** feature. Walkthroughs are not required and are not factored into final ratings.

School Librarian Evaluations – SCLead Process Guide

Observation Forms

Preliminary Observations (Fall Semester)

The purpose of the observations is to gather information about the school librarian's typical performance. All preliminary observations must be announced, and all final observations must be unannounced. Each observation must cover a complete session. In addition to the required observations, evaluators may conduct optional walk-through observations as often as needed.

[Add Walkthrough](#) [Restore](#)

Final Observations (Spring Semester)

The purpose of the observations is to gather information about the school librarian's typical performance. All preliminary observations must be announced, and all final observations must be unannounced. Each observation must cover a complete session. In addition to the required observations, evaluators may conduct optional walk-through observations as often as needed.

[Add Walkthrough](#) [Restore](#)

- It is optional for the librarian to add **Attachments** that support the evaluation.

Attachments

[Attachments](#)

Name	Description	Created By
No attachments.		

[Choose File](#) No file chosen [+ Add](#)

[Save Attachments](#)

- The **Results** page of the evaluation will display final ratings once the chair has added this information. It provides space for the educator and evaluator to provide feedback on the evaluation and for the administrator to input recommendations for the next year. The educator, evaluation chair, and district administrator should sign the Results page.

School Librarian Evaluations – SCLead Process Guide

Status

Settings

EVALUATION

Orientation


Goals


Observations

Summary

Attachments

Results

 Educator Profile

 Request Correction

Evaluation Results

Educator Comments & Feedback

Educator Comments

Feedback and comments from the Educator

[no comments]

Final Conference & Comments

Final Conference Date

The date of the final conference.

[blank]

Evaluator Comments

Feedback and comments from the Evaluator(s)

[no comments]

Final Evaluation Ratings

Overall Status

The overall status of the evaluation.

Unknown

Recommendations for Next Year

Next Evaluation Level

No Data

Next Contract Level

No Data

Hire Status

Unknown

Signatures