

School Library Media Coordinator (SLMC) Evaluation Timeline

Action	Timeline
<ul style="list-style-type: none"> Evaluator provides the SLMC a copy of the Rubric for Evaluating North Carolina's School Library Media Coordinators, the NC School Library Media Coordinator Evaluation Process and a schedule for completing all components of evaluation process. 	First 2 Weeks after school begins
Using the Rubric: <ul style="list-style-type: none"> The SLMC rates his/her own performance and reflects on it throughout year. It should be completed without input from others. 	Prior to November 30th
SLMC: <ul style="list-style-type: none"> Completes SLMC Professional Growth Plan 	Prior to November 30th
Pre-Observation Conference: <ul style="list-style-type: none"> Prior to formal observation, evaluator meets with SLMC to discuss self-assessment (Rubric), the most recent PGP, and the lesson to be observed. SLMC provides written description of lesson to be observed. 	First Observation with Pre-Conference by November 30th
1 st Formal Observation: <ul style="list-style-type: none"> Evaluator must complete one formal observation (at least 45 min. or the entire class period) using the Rubric for Evaluating North Carolina School Library Media Coordinators. 	November 30th
Post-Observation Conference: <ul style="list-style-type: none"> Evaluator should schedule no later than 10 school days after formal observation. Discuss & document on the Rubric, the strengths and weaknesses of performance during observed lesson. 	Within 10 Days of Observation
2 nd Observation (Formal or Informal)	February 30 th
3 rd Observation (Formal or Informal)	May 30 th
Summary Evaluation Form: <ul style="list-style-type: none"> Before end of year, evaluator & SLMC reexamine self-assessment, current PGP, classroom observations, artifacts submitted etc. and complete the School Library Media Coordinator Summary Rating Form (Required). <ul style="list-style-type: none"> Give a rating for each Element in the Rubric Provide a written comment on any Element marked "Not Demonstrated" Give an overall rating of each Standard Provide the SLMC with the opportunity to add comments Review the completed SLMC Summary Rating Form with the SLMC Secure the SLMC's signature 	May 30 th
Mid-Year and End-of-Year PGP Review	May 30th