ADEPT for School Librarian

Contract Status	Evaluation Team	Preliminary Cycle	Final Cycle
Induction (Formative)	• Evaluation Chair • Mentor	**Preliminary Approval Conference** • Professional Goal (Preliminary Review) • School Librarian Plan **1 Observation of a Complete Session** (Announced) • Pre-Conference Form • Post-Conference Form • Self-Reflection Form • Preliminary Worksheet Form **Preliminary Evaluation Conference** • Professional Goal (Mid-Year review) • School Librarian Plan • Preliminary Professionalism Review (by evaluation chair) • Preliminary Professionalism Self-Review (by educator) • Preliminary Evaluation Conference Scoring Form (by evaluation chair)	**1 Observation of a Complete Session** (Unannounced) • Post-Conference Form • Self-Reflection Form • Final Worksheet Form **Final Evaluation Conference** • Professional Goal (Final review) • School Librarian Plan • Final Professionalism Review (by evaluation chair) • Final Professionalism Self-Review (by educator) • Final Evaluation Conference Scoring Form (by evaluation chair)
Annual (Summative) Continuing (Summative) Induction 2 (Formative) *all highly consequential evaluations will receive a 3rd evaluator (assigned by the district office), additional observations, and a mentor	• Evaluation Chair • Evaluator (certified school librarian) *If the librarian is **Induction 2**, please check with HR to determine if a certified **school** librarian and/or mentor is needed.	**Preliminary Approval Conference** • Professional Goal (Preliminary Review) • School Librarian Plan **2 Observations of a Complete Session** (Announced) • Pre-Conference Form • Post-Conference Form • Self-Reflection Form • Preliminary Worksheet Form **Consensus Meeting** **Preliminary Evaluation Conference** • Professional Goal (Mid-Year review) • School Librarian Plan • Preliminary Professionalism Review (by evaluation chair) • Preliminary Professionalism Self-Review (by educator) • Preliminary Evaluation Conference Scoring Form (by evaluation chair)	**2 Observation of a Complete Session** (Unannounced) • Post-Conference Form • Self-Reflection Form • Final Worksheet Form **Consensus Meeting** **Final Evaluation Conference** • Professional Goal (Final review) • School Librarian Plan • Final Professionalism Review (by evaluation chair) • Final Professionalism Self-Review (by educator) • Final Evaluation Conference Scoring Form (by evaluation chair)
Continuing (Formative) *Final observation can be waived if all scores from the preliminary cycle are scored proficient or above	• Evaluation Chair	**Preliminary Approval Conference** • Professional Goal (Preliminary Review) • School Librarian Plan **1 Observation of a Complete Session** (Announced) • Pre-Conference Form • Post-Conference Form • Self-Reflection Form • Preliminary Worksheet Form **Preliminary Evaluation Conference** • Professional Goal (Mid-Year review) • School Librarian Plan • Preliminary Professionalism Review (by evaluation chair) • Preliminary Professionalism Self-Review (by educator) • Preliminary Evaluation Conference Scoring Form (by evaluation chair)	**1 Observation of a Complete Session** (Unannounced) • Post-Conference Form • Self-Reflection Form • Final Worksheet Form **Final Evaluation Conference** • Professional Goal (Final review) • School Librarian Plan • Final Professionalism Review (by evaluation chair) • Final Professionalism Self-Review (by educator) • Final Evaluation Conference Scoring Form (by evaluation chair)