School Librarian Evaluation Instrument

Translation of Practice for Digital Learning Days

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Our Mission

The School Librarian Evaluation Instrument (SLEI) is recommended by the Georgia Library Media Association (GLMA) as the evaluation tool for library media specialists. Grounded in standards from the American Association of School Libraries (AASL) and the International Society of Technology Educators (ISTE), the SLEI is an evaluation instrument that ensures consistency and comparability across Georgia districts, based on a common definition of highly qualified school library media specialists who support and enrich school environments.
The 10 standards of the School Librarian Evaluation Instrument (SLEI) have been translated to specific practices and examples of how library media specialists support students and teachers during digital learning days.

<table>
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<tr>
<th>SLEI STANDARD</th>
<th>SCHOOL BUILDING PRACTICES</th>
<th>DIGITAL LEARNING DAYS PRACTICES</th>
<th>DIGITAL LEARNING DAYS EXAMPLES</th>
</tr>
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<tbody>
<tr>
<td>The library media specialist:</td>
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<td>- Meets with teachers and administrators on a regular basis to collaboratively develop plans that are clear, logical, sequential, and integrated.</td>
<td>- Regularly collaborates with teacher teams, administrative staff, and professional learning communities using a video conferencing platform to provide instructional support and digital lesson ideas.</td>
<td>- Examines grade level standards, instructional planning documents, and pacing guides in order to collaborate with teachers on engaging, relevant digital plans and resources.</td>
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<td>- Collaborates with teachers to provide flexible, consistent, and personalized approaches to academic content that align and connect the research process and information literacy skills to state and/or local standards and student needs.</td>
<td>- Regularly collaborates online with individual teachers to provide personalized support for digital learning.</td>
<td>- Provides best practices and troubleshooting support for online meetings through platforms such as Microsoft Teams or Google Meet.</td>
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<td>- Assesses student understanding and progress throughout learning activities by asking questions, observing works-in-progress, evaluating artifacts of learning, and communicating with teachers.</td>
<td>- Attends class meetings to provide additional instructional expertise and digital support to teachers and students.</td>
<td>- Curates GALILEO resources to find grade-level appropriate content to support teacher instruction and digital learning; provides instruction in large and small group settings.</td>
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<td>- Chooses and recommends print and online resources that support instruction and the identified needs of diverse learners.</td>
<td>- Reaches out to teacher team leaders to participate in digital meetings and collaborate on digital lessons, school-wide literacy goals, and best practices.</td>
<td>- Create new lessons or curates existing lessons in platforms such as Discovery Education or Nearpod to share and develop with teachers.</td>
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<td>- Provides online resources to teachers that align and connect the research process and information literacy skills to curriculum standards and student needs.</td>
<td>- Supports digital learning by recommending and teaching tools, such as Screencast-o-matic or Screencastify, to create step-by-step instructions in a video format.</td>
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<td>- Creates online lessons in a wide variety of engaging digital platforms for teachers to provide online assessments and student growth measures.</td>
<td>- Partners with teachers to curate and promote an engaging collection of e-books and e-audiobooks.</td>
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<td>- Collaborates with other library media specialists regularly to discuss instructional practices and share ideas and resources.</td>
<td>- Supports teachers and students with troubleshooting needs for online learning platforms and digital learning tools.</td>
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The library media specialist:

- Promotes current, high-quality, high-interest collections of books and other reading resources in multiple formats.
- Creates an environment where independent reading and self-selection are valued, promoted, and encouraged.
- Empowers learners to read fiction and nonfiction by reading aloud, providing booktalks, designing displays, and/or arranging author visits and school-wide initiatives.
- Creates a culture of reading through modeling in both formal and informal instruction.
- Develops and/or supports initiatives to encourage and engage learners in reading, writing, and listening for understanding.

The library media specialist:

- Promotes current, high-quality, high-interest collections of books and other reading resources in digital formats, including local and district e-book and e-audiobook collections.
- Creates an online environment where independent reading and self-selection are valued, promoted, and encouraged.
- Provides safe access to high-interest, high-quality print books when possible.
- Empowers learners to read fiction and nonfiction by reading aloud, providing booktalks, designing reading promotions, arranging virtual author visits, and creating school-wide digital reading initiatives.
- Creates a culture of reading through modeling in digital learning environments.
- Develops and/or supports initiatives to encourage and engage learners in reading, writing, and listening for understanding in a variety of digital learning environments and using digital tools.

The library media specialist:

- Creates and curates engaging online read-alouds that align with copyright policies.
- Creates virtual reading rooms and/or virtual book clubs for students.
- Curates high-interest, engaging book suggestions lists for students and teachers using Destiny Discover, Sora, or other digital platforms.
- Promotes and provides instruction for a variety of online reading platforms for students and teachers, including digital reading options through the school, district, and public library.
- Provides support and troubleshooting help for online reading platforms; frequent digital professional learning sessions are offered.
- Recommends platforms that safely encourage book recommendations or book talks with students and teachers, such as Flipgrid or Seesaw.
- Creatively engages students in reading challenges using online platforms.
- Monitors and analyzes reading data to inform purchases, personalized recommendations, and instructional needs.
- Promotes and supports summer reading, as well as public library, GaDOE, and Get Georgia Reading resources for families.
### The library media specialist:
- Guides students and teachers to appropriate formats for the learning task, provides connected learning opportunities, and encourages the application of multiple literacies.
- Uses data to provide instruction on seeking, evaluating, and applying information in a variety of formats.
- Curates authoritative digital instructional materials and content.
- Models and integrates technologies for innovative, efficient, and creative learning.
- Promotes critical thinking by connecting learners with information in multiple formats.
- Embeds key concepts of legal, ethical, and social responsibilities in accessing, using, and creating information in a variety of formats (digital citizenship).

### The library media specialist:
- Curates sets of online resources for teachers to enhance online lessons and activities, using district resources as well as free educational resources.
- Collaborates with teachers in analyzing data and determining whole class, small group, and personalized strategies to maximize online learning.
- Creates and shares effective and appropriate digital resources to staff and students that enhance student learning of content, as well as develop digital literacy skills.
- Promotes critical thinking and creativity through digital adaptations of in-person school library activities.
- Continues to inform teachers about the proper use of online resources, citing sources, and following copyright policies.
- Teaches digital citizenship by providing instruction about the use of reliable, verified sources, as well as the processes used to properly judge the validity of a source.

### The library media specialist:
- Regularly curates credible online resources through GALILEO, district resources, and open educational resources (OER) for teachers; frequent digital professional learning sessions are offered.
- Shares and provides digital instruction for content creation tools for teachers and students, such as Microsoft Sway, Canva, or Adobe Spark.
- Offers virtual office hours to assist students with a variety of research skills, including evaluating resources, citing sources, and effective paraphrasing to avoid plagiarism.
- Updates digital communication tools frequently to convey information such as learning management system access or online textbook access instructions.
- Works with students on research projects, personalizing instruction and guiding the development of their digital literacy skills.
- Teaches lessons about best practices for students and teachers in a digital environment, including how to evaluate sources for quality, how to protect yourself online, how to be a good digital citizen, and the differences between general search engines and academic databases.
Library leadership takes on many forms, but our work with school leaders is vital in cultivating school-wide reading culture, developing digital literacy programs, and engaging our most important stakeholder: our students.

Collaborative leadership creates a shared vision that leads to school improvement and student success.

~Ashley Sherman, Frey Elementary School
2020 Georgia Library Media Specialist of the Year
The library media specialist:

- Promotes and models an inquiry-based approach to learning and the research process.
- Designs and provides learning tasks/aids that help learners collect information and data.
- Collaborates with teachers to create both short- and long-term research topics and lessons, effectively matching learners with available resources that address current curriculum.
- Develops and/or organizes instructional materials to scaffold the research process for students.
- Stimulates critical thinking through learning activities that involve application, analysis, evaluation, and creativity.

The library media specialist:

- Promotes and models an inquiry-based approach to learning and the research process through digital tools, examples, and online instruction.
- Designs and provides learning tasks/aids that help learners collect information and data digitally.
- Collaborates with teachers online to create both short- and long-term research topics and lessons, effectively matching learners with available digital resources that address current curriculum standards.
- Develops online and/or organizes digital instructional materials to scaffold the research process for students.
- Stimulates critical thinking through online learning activities that involve application, analysis, evaluation, and creativity.

The library media specialist:

- Designs synchronous and asynchronous instruction demonstrating how to use GALILEO and district-purchased research databases for various types of research (biography, literary criticism, current events, science fair, social sciences, etc.).
- Creates instructional resources, such as short videos, to show students how to use search filters and search terms to effectively and efficiently search in databases.
- Uses insight gained in collaborative meetings with teachers to curate and support the research process for students while addressing curriculum content and standards.
- Provides information to teachers and staff about any changes made to GALILEO, open educational resources, and common digital tools, as well as troubleshooting help, tips and tricks, etc.
- Assists students in evaluating information for accuracy, relevance, and bias, via email on an individual basis, or with a class during instruction.
- Collaborates with teachers to demonstrate to students how to format MLA and APA citations and which tools to use, such as NoodleTools.
The library media specialist:

- Conducts ongoing evaluation using data from collaborations, reading promotions, and instruction to strategically plan and implement goals for program improvement.

- Manages funding to support priorities and the library media program goals and objectives.

- Seeks additional funding through alternative sources, such as grant writing or book fairs.

- Provides appropriate training and support for student aides and volunteers.

- Creates an environment of respect and collaboration where all staff members work toward the common goal of student learning.

- Appoints and chairs a building level library media committee to allow input for library media program development through representation from stakeholders.

The library media specialist:

- Collaboratively plans with administrators and teachers on school-wide initiatives, such as digital reading goals.

- Works with vendors to deliver physical items as needed during building closures.

- Works with book fair vendors, such as Follett, Scholastic, or Bedford Falls, to establish online book fairs.

- Seeks out special grants and free access for digital learning opportunities and resources.

- Meets online with student library aides to review books, consult about digital library programming, and brainstorm new library programming ideas.

- Uses digital meeting tools to create respectful, collaborative meetings with teachers / teams to support student learning, as well as plan and implement lessons for best practices in digital learning.

- Continues to meet with building level library media committee and other stakeholders regularly online to gather input.
The library media specialist:

- Creates a warm, attractive, inviting library media center that provides personalized learning support and offers equitable access to resources.
- Establishes a good rapport with students and faculty.
- Designs physical and digital learning spaces that adapt to diverse and evolving learning structures and accommodate a range of teaching methods, learning tasks, and outcomes.
- Implements policies and programs that foster an engaging and flexible learning environment and provide equitable use of space and resources allowing for anytime, anywhere learning opportunities.
- Establishes policies for circulation, reserving of library resources, and scheduling of library spaces to provide optimal access for students.
- Facilitates a climate of respect and communicates expectations for student behavior.

The library media specialist:

- Creates an online learning environment that is positive and helpful, provides personalized learning, and is accessible to all students and staff.
- Communicates with students and staff regularly in order to establish rapport, trust, and collaborative relationships.
- Designs digital learning spaces and curates resources that adapt to diverse and evolving online learning structures and accommodate a range of teaching methods, learning tasks, and outcomes.
- Creates an engaging, flexible, and equitable online learning environment for all students and staff.
- Updates circulation policies as needed during digital learning days for both print and digital materials and provides equitable access to the scheduling of instructional time and resources.
- Collaborates with staff to establish expectations and norms for student behavior during digital learning days.

The library media specialist:

- Effectively uses online resources, such as a website or learning management platform, to create a positive online learning environment for the library media program that all students and staff can access.
- Communicates with students and staff regularly and positively through a library blog or website, email, and online conferencing.
- Curates, presents, and updates digital learning resources for students and staff in an online learning environment.
- Attends teacher / team meetings regularly and participates in helpful, collegial ways.
- Assists teachers in building their own effective online environments and adds new resources to existing digital libraries.
- Develops additional instructional materials to assist students accessing digital resources from home.
- Assists parents/students through email if problems occur while trying to access resources.
- Creates policies that accommodate families and effectively communicates changes in a positive manner.
The library media specialist:

- Uses data to evaluate and develop a collection with focus on student interests and learning, district standards, and local school needs.
- Collaborates with teachers, students, and library media committee to maintain a current collection of print and digital resources.
- Manages the collection through selection, processing, organization, inventory, repair and weeding of collection.
- Evaluates, reviews, and reads items for consideration.
- Researches relevant titles through a variety of resources including publisher and bookstore sites, academic journals and book reviews.

The library media specialist:

- Uses data to evaluate and develop an e-book and e-audiobook collection with focus on student interests and learning, district standards, and local school needs.
- Collaborates with teachers, students, and library media committee to maintain current collection of digital resources.
- Manages the digital collection through selection, purchasing, processing, and promoting e-books and e-audiobooks.
- Monitors and analyzes digital reading data to identify gaps, needs, and trends.
- Researches relevant digital titles and resources through a variety of resources, including publisher and bookstore sites, academic journals and book reviews.

The library media specialist:

- Meets with teachers, students, the library committee, administration, and other stakeholders to inform digital purchases.
- Purchases e-books and e-audiobooks for students.
- Analyzes student reading data and usage statistics for e-books to inform instruction, promotion, and purchases.
- Reads reviews in academic journals such as School Library Journal to inform the purchase of high quality, high interest reading materials for students.
- Reviews usage reports in library management software, such as Destiny, using data to drive collection growth.
- Prepares to develop and weed materials by running and evaluating reports in library management software.

A quote from *The Librarian of Auschwitz* exemplifies my mission: “The library has now become her first-aid kit, and she’s going to give the children a little of the medicine that helped her recover her smile when she thought she’d lost it forever.”

~Cicely Lewis, 2020 National School Librarian of the Year
Meadowcreek HS, Norcross, GA
The library media specialist:

- Stays current on trends, issues, and research relevant to school libraries, student learning, and technology.
- Participates in educational conferences and professional development opportunities.
- Carries out duties in accordance with federal and state laws, Code of Ethics, and established state and local school board policies, regulations, and practices.
- Maintains professional demeanor and behavior (e.g., appearance, punctuality and attendance).

The library media specialist:

- Stays current on digital trends, issues in online learning, and research relevant to digital library programming, online student learning, and technology.
- Participates in and creates online educational webinars and professional learning opportunities for staff.
- Shares pertinent information, technology assistance, and learning tools with staff.
- Carries out duties in accordance with federal and state laws, Code of Ethics, and established state and local school board policies, regulations, and practices.
- Maintains professional demeanor and behavior online.

The library media specialist:

- Participates regularly in virtual team and/or professional learning community meetings.
- Grows professionally through participating in quality online learning offered by district leaders, authors, vendors, and educational agencies.
- Creates webinars and tutorials for students and staff about digital resources and best practices for online learning.
- Regularly provides professional learning for staff members on digital tools, student engagement in online environments, and digital literacy skills.
- Updates websites and social media with important and relevant information.
- Attends meetings on time and with a professional, collegial demeanor.
The library media specialist:

- Fosters the success of all students by communicating and collaborating effectively with stakeholders in ways that enhance student learning and engagement.
- Communicates library media program mission, goals, and accomplishments to stakeholders through the school’s library website, blog, newsletters, email, or social media.
- Advocates for the school library program and equitable access to resources through marketing and public relations efforts.
- Forms partnerships with local and global community to promote student learning and understandings of the value of a diverse society.

The library media specialist:

- Understands that positive and timely communication becomes even more important during digital learning days.
- Fosters the success of all students by continuing to communicate and collaborate effectively with stakeholders to enhance student digital learning and engagement in school during digital learning days.
- Frequently communicates library media program mission, goals, and accomplishments to stakeholders through the school’s library website, blog, newsletters, email, and/or social media.
- Ensures that clear directions and support are given for all district and school resources so that all stakeholders can access them.
- Forms partnerships with local and global digital communities to promote student learning and understandings of the value of a diverse society.

The library media specialist:

- Communicates quickly to help those that need assistance with resources and technology.
- Collaborates in a positive manner by frequently participating in grade level / team meetings.
- Reaches out to individual teachers to provide support as a colleague and an instructional partner.
- Consistently updates communication outlets, such as websites, newsletters, Twitter, Facebook, Instagram, Teams, etc.
- Creates and provides images to enhance all forms of online communication.
- Keeps in regular contact with district groups for ideas and researches new resources to keep stakeholders current on what is available.
- Provides digital learning “shout-outs” to students and teachers for effective digital practices and reaching goals.
- Curates digital resources with attention to quality and content; communications regarding resources are strategic, timely, and targeted.
- Designs communications to be clear and aesthetically pleasing, using tools like Canva, Screencast-o-matic, or Adobe Spark.
SLEI TRANSLATION OF PRACTICE COMMITTEE

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This committee worked digitally to develop the SLEI Translation of Practice during the spring of 2020.

Thank you for your inspiration and influence:
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