

## Criteria and Indicators of Performance

A. Information Specialist Role - To provide access to information and resources; to assist and guide students and staff as they seek to select and utilize the resources and services; to develop policies for the use of resources; and to provide an accurate and efficient retrieval system for gaining access to information.

1. Communicates the critical role of the library media center in the educational setting.
  - a. Promotes the perception of the library media center as an extension of the classroom. 1 2 3 4
  - b. Provides flexibility to meet the unique instructional needs of groups and individuals. 1 2 3 4
  - c. Communicates to administration both short and long-range plans which guide the development of the library media center. 1 2 3 4
  - d. Encourages the purchase and acquisition of new technologies. 1 2 3 4
  - e. Involves school personnel in the development and promotion of the library media program through curriculum involvement, library advisory board, etc. 1 2 3 4
  
2. Establishes and maintains an environment in which students and staff can work at productive levels.
  - a. Stimulates students and staff to use the library media center by maintaining a functional, orderly, and attractive environment conducive to learning. 1 2 3 4
  - b. Develops, communicates, and implements policies and procedures for the operation of the library media center. 1 2 3 4
  - c. Promotes proper use and care of media center facilities, materials, and equipment 1 2 3 4

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| d. Utilizes space and facilities in the library media center to support the objective of the instructional program, providing areas for various types of activities. | 1 | 2 | 3 | 4 |
| e. Communicates health and safety needs to proper authorities.   | 1 | 2 | 3 | 4 |
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| 3. Selects, acquires, circulates and maintains materials and equipment in a manner which effectively supports the instructional program.                             |   |   |   |   |
| a. Utilizes an approved school district selection policy.  | 1 | 2 | 3 | 4 |
| b. Uses school district business procedures for ordering and receiving materials and equipment.  | 1 | 2 | 3 | 4 |
| c. Selects materials and equipment which support the curriculum and promote the school's educational philosophy.   | 1 | 2 | 3 | 4 |
| d. Establishes and/or follows procedures for organization, maintenance and repair of material and equipment.   | 1 | 2 | 3 | 4 |
| e. Weeds and evaluates the collection to insure that it is current, attractive and well-balanced.  | 1 | 2 | 3 | 4 |
| f. Informs staff and students of new materials and equipment.  | 1 | 2 | 3 | 4 |
| g. Seeks out students, staff and district supervisors for suggestions for possible purchases.  | 1 | 2 | 3 | 4 |
| h. Utilizes an approved school district copyright policy.  | 1 | 2 | 3 | 4 |
| i. Coordinates interlibrary loan and/or networking of resources.   | 1 | 2 | 3 | 4 |

4. Prepares statistical records and reports needed to administer the library media center.
  - a. Maintains a current inventory of holdings. 1 2 3 4
  - b. Prepares and submits accurate, timely reports to officials as requested. 1 2 3 4
  
5. Trains and supervises personnel (staff, students and/or volunteers) to perform duties efficiently.
  - a. Trains, supervises and provides feedback to clerks, aides, student assistants and/or adult volunteers in clerical tasks and the use of the library media center. 1 2 3 4
  - b. Provides appropriate recognition of library media center volunteers. 1 2 3 4
  
6. Plans budgets and maintains records according to needs and obligations of the library media center.
  - a. Submits budget proposals based on needs and objectives of the library media program. 1 2 3 4
  - b. Plans expenditures of allocated funds to meet short and long-term goals. 1 2 3 4
  - c. Keeps accurate records of all disbursements for the library media program. 1 2 3 4
  
7. Evaluates the school library media center program, services, facilities and materials to insure optimum use.
  - a. Evaluates services, facilities and materials on a continuing basis, identifying strengths and weaknesses. 1 2 3 4
  
  - b. Provides for formal and informal evaluation of the library media program by students 1 2 3 4

- and staff.
- c. Develops and implements plans for making changes based on these evaluations. 1 2 3 4
8. Uses time effectively, efficiently and professionally.
- a. Utilizes time to provide maximum support of student and staff needs. 1 2 3 4
- b. Demonstrates flexibility in scheduling to accommodate student and staff needs. 1 2 3 4
- c. Identifies and streamlines time-consuming and/or non-essential routines when possible without lowering the quality of programs and services. 1 2 3 4
9. Demonstrates positive interpersonal relations with students.
- a. Promotes positive self-image in students. 1 2 3 4
- b. Promotes and reinforces student self-discipline. 1 2 3 4
- c. Exercises consistent and appropriate management of student behavior. 1 2 3 4
- d. Uses discretion in handling confidential information and difficult situations. 1 2 3 4
- e. Is reasonable available to all students. 1 2 3 4
- f. Interacts with students in a mutually respectful and friendly manner. 1 2 3 4
- g. Manages discipline problems in accordance with the building discipline plan, administrative regulations, school board policies and legal requirements. 1 2 3 4
- h. Establishes and clearly communicates parameters for appropriate behavior. 1 2 3 4

- i. Gives praise and constructive feedback specific to academic and behavior needs of students. 1 2 3 4

10. Demonstrates positive interpersonal relations with parents/patrons.

- a. Provides a climate which encourages communication among the library media center, parents and patrons. 1 2 3 4
- b. Supports and participates in parent-teacher activities. 1 2 3 4
- c. Is cordial, open-minded and respectful in contacts with the school community. 1 2 3 4
- d. Handles complaints and/or challenged materials in a professional manner following an approved written district policy. 1 2 3 4

11. Assumes responsibility for professional obligations.

- a. Completes duties promptly and accurately. 1 2 3 4
- b. Carries out duties in accordance with established job description. 1 2 3 4
- c. Models the behavior of a responsible professional for students and staff. 1 2 3 4
- d. Keeps abreast of and incorporates developments in subject matter and issues related to education. 1 2 3 4
- e. Assumes an active role in professional organizations and activities. 1 2 3 4

12. Incorporates technology in the role of information retrieval and use in the library media program.

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| a. Incorporates new technology in the management of the library media center.   | 1   2   3   4 |
| b. Instructs and aids students and staff in the use of technology for information retrieval from a variety of sources within and outside of the library media center. | 1   2   3   4 |
| c. Provides instructional assistance to staff and students with new technologies.   | 1   2   3   4 |

Evaluator's Comments and/or Recommendations on Section A:

- B. Teacher Role – To instruct students in information skills; to provide staff development in media resources; to share knowledge for literary forms; and to help parents recognize the importance of sharing reading, listening, and

viewing experiences with children.

13. Plans and implements the school library media instructional program.

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| a. Identifies state/district/building/grade level objectives and structures instruction accordingly. | 1 | 2 | 3 | 4 |
| b. Teaches to the objectives.  | 1 | 2 | 3 | 4 |
| c. Provides instruction about and facilitates the use of a variety of media.                         | 1 | 2 | 3 | 4 |
| d. Initiates the use of new technologies in instruction.   | 1 | 2 | 3 | 4 |
| e. Integrates higher-order thinking skills in lesson objectives.                                     | 1 | 2 | 3 | 4 |

14. Plans and team teaches information skills in all curriculum areas.

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| a. Initiates planning sessions to identify information skills that will compliment curriculum skills to be taught. | 1 | 2 | 3 | 4 |
| b. Teach teaches the planned lessons.  | 1 | 2 | 3 | 4 |
| c. Works with the teacher to evaluate the lessons that have been taught as a team and re-teaching when necessary.  | 1 | 2 | 3 | 4 |
| d. Indicates knowledge of theory and methods when planning and implementing lessons.                               | 1 | 2 | 3 | 4 |
| e. Plans and teaches in all curricular areas.  | 1 | 2 | 3 | 4 |

15. Demonstrates knowledge of curriculum and subject matter.

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| a. Selects and presents subject matter which is accurate and appropriate for the objectives.                | 1 | 2 | 3 | 4 |
| b. Selects and presents subject matter which is Appropriate to the abilities and interests of the students. | 1 | 2 | 3 | 4 |

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| c. Displays sufficient content knowledge to address student inquiries.  | 1 | 2 | 3 | 4 |
| d. Displays familiarity with the curriculum content, suggesting ways to integrate information skills into the curriculum areas when it is appropriate to the subject matter being taught. | 1 | 2 | 3 | 4 |
| 16. Provides opportunities for individual differences.  |   |   |   |   |
| a. Monitors and addresses, if appropriate, students' physical, emotional and intellectual needs on an on-going informal basis.  | 1 | 2 | 3 | 4 |
| b. Provides support materials coordinated with the learning experiences and developmental levels of students.   | 1 | 2 | 3 | 4 |
| c. Provides a variety of activities which promote maximum student involvement.  | 1 | 2 | 3 | 4 |
| d. Groups students, when appropriate, for each instructional activity in a manner which assists the learning process.   | 1 | 2 | 3 | 4 |
| e. Uses knowledge of student learning styles to present the lesson through a variety of modalities to meet the individual needs of the learners.  | 1 | 2 | 3 | 4 |
| 17. Implements effective teaching techniques.   |   |   |   |   |
| a. Plans with the teacher to identify effective teaching techniques (questioning, wait time, etc) that are appropriate to that specific class and lesson.                                 | 1 | 2 | 3 | 4 |
| b. Employs a variety of innovative techniques and activities, including but not limited to demonstrations, experimentations, lecturing,   | 1 | 2 | 3 | 4 |



modeling, multi-sensory approaches, levels of questioning, role-playing, and self-teaching.

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| c.  | Relates current lesson to previous learning.  | 1 | 2 | 3 | 4 |
| d.  | Uses a variety of techniques to assess student understanding.   | 1 | 2 | 3 | 4 |
| e.  | Modifies lesson plans and teaching techniques during the planning process and spontaneously as the learning situation requires. | 1 | 2 | 3 | 4 |
| 18, | Demonstrates ability to motivate students.  |   |   |   |   |
| a.  | Creates a safe, risk-taking learning environment.   | 1 | 2 | 3 | 4 |
| b.  | Communicates challenging scholastic expectations to students.   | 1 | 2 | 3 | 4 |
| c.  | Responds positively to students' requests for help.   | 1 | 2 | 3 | 4 |
| d.  | Encourages questions and discussions from all students.   | 1 | 2 | 3 | 4 |
| e.  | Frequently gives appropriate and immediate feedback which promotes student improvement.   | 1 | 2 | 3 | 4 |
| f.  | Strives to motivate students who show little or no interest.  | 1 | 2 | 3 | 4 |
| g.  | Intentionally uses humor in the media center to activate learning.  | 1 | 2 | 3 | 4 |
| 19. | Uses instructional time effectively.  |   |   |   |   |
| a.  | Begins activities promptly.   | 1 | 2 | 3 | 4 |
| b.  | Uses appropriate learning activities to keep students on task and successful for the duration of class.                         | 1 | 2 | 3 | 4 |

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| c. Avoids unnecessary delays and inappropriate digressions from the topic during the lesson.                      | 1   2   3   4 |
| d. Evidences time management skills in structuring transitional time and procedural matters.                      | 1   2   3   4 |
| 20. Promotes the development of reading and reading appreciation.   |               |
| a. Conveys enthusiasm for books and reading.  | 1   2   3   4 |
| b. Initiates opportunities to promote reading and reading appreciation.   | 1   2   3   4 |
| c. Assists students and staff in the selection of reading materials.  | 1   2   3   4 |
| d. Maintains a recreational reading collection that includes examples of quality classics and current literature. | 1   2   3   4 |

Evaluator's Comments and/or Recommendations on Section B:

C. Instructional Consultant Role – To instruct students in information skills; to provide staff development in media resources; to share knowledge for literary forms; and to help parents recognize the importance of sharing reading, listening, and viewing experiences with children.

21. Provides resources for professional growth.

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| a. Identifies and encourages use of materials from the library media center and the professional library.                              | 1 | 2 | 3 | 4 |
| b. Informs staff of new professional materials, equipment and research in which they have special interest.                            | 1 | 2 | 3 | 4 |
| c. Suggests resources outside of the library media center.   | 1 | 2 | 3 | 4 |
| d. Conducts workshops to enable staff to use new technologies for information retrieval as well as specific print/non-print resources. | 1 | 2 | 3 | 4 |

22. Supports the classroom teacher in planning and implementing instructional units.

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| a. Researches and provides a wide variety of resources and supplementary materials.         | 1 | 2 | 3 | 4 |
| b. Provides guidance in the selection of appropriate materials.                             | 1 | 2 | 3 | 4 |
| c. Initiates interaction with colleagues in planning instructional activities for students. | 1 | 2 | 3 | 4 |

23. Demonstrates positive interpersonal relationships that promote good working relationships with educational staff.

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| a. Takes initiative in working cooperatively with colleagues/administration in planning building and district level goals and objectives. | 1 | 2 | 3 | 4 |
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| b. Interacts with colleagues in a friendly, respectful and professional manner.  | 1 | 2 | 3 | 4 |
| c. Is an active and positive member of the building team.  | 1 | 2 | 3 | 4 |
| 24. Follows the policies and procedures of the school district.  |   |   |   |   |
| a. Is informed regarding the policies and regulations applicable to a professional position.   | 1 | 2 | 3 | 4 |
| b. Selects appropriate channels within the district or building administration to resolve concerns or problems.  | 1 | 2 | 3 | 4 |
| 25. Exercises leadership and serves as a catalyst in the instructional program.  |   |   |   |   |
| a. Serves as instructional resource consultant and library media specialist to staff and students.   | 1 | 2 | 3 | 4 |
| b. Plans and/or participates in special projects or proposals.   | 1 | 2 | 3 | 4 |
| c. Serves as an active participant on district committees, including but not limited to updating curriculum, study committees for new assessment, etc. | 1 | 2 | 3 | 4 |
| d. Serves on building committees for special topics, including but not limited to Quality Performance Accreditation, technology, etc.                  | 1 | 2 | 3 | 4 |

Evaluator's Comments and/or Recommendations on Section C:

