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 and 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
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

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.

8. Uses time effectively, efficiently and professionally.

a. Utilizes time to provide maximum support of student and staff needs.

b. Demonstrates flexibility in scheduling to accommodate student and staff needs.

c. Identifies and streamlines time-consuming and/or non-essential routines when possible without lowering the quality of programs and services.

9. Demonstrates positive interpersonal relations with students.

a. Promotes positive self-image in students.

b. Promotes and reinforces student self-discipline.

c. Exercises consistent and appropriate management of student behavior.

d. Uses discretion in handling confidential information and difficult situations.

e. Is reasonable available to all students.

f. Interacts with students in a mutually respectful and friendly manner.

g. Manages discipline problems in accordance with the building discipline plan, administrative regulations, school board policies and legal requirements.

h. Establishes and clearly communicates parameters for appropriate behavior.
i. Gives praise and constructive feedback specific to academic and behavior needs of students. 

10. Demonstrates positive interpersonal relations with parents/patrons.

a. Provides a climate which encourages communication among the library media center, parents and patrons. 

b. Supports and participates in parent-teacher activities. 

c. Is cordial, open-minded and respectful in contacts with the school community. 

d. Handles complaints and/or challenged materials in a professional manner following an approved written district policy. 

11. Assumes responsibility for professional obligations.

a. Completes duties promptly and accurately. 

b. Carries out duties in accordance with established job description. 

c. Models the behavior of a responsible professional for students and staff. 

d. Keeps abreast of and incorporates developments in subject matter and issues related to education. 

e. Assumes an active role in professional organizations and activities. 

12. Incorporates technology in the role of information retrieval and use in the library media program.
a. Incorporates new technology in the management of the library media center.

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.

c. Provides instructional assistance to staff and students with new technologies.

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.

   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.

   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.

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

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
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.

a. Identifies and encourages use of materials from the library media center and the professional library.

b. Informs staff of new professional materials, equipment and research in which they have special interest.

c. Suggests resources outside of the library media center.

d. Conducts workshops to enable staff to use new technologies for information retrieval as well as specific print/non-print resources.

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

a. Researches and provides a wide variety of resources and supplementary materials.

b. Provides guidance in the selection of appropriate materials.

c. Initiates interaction with colleagues in planning instructional activities for students.

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

a. Takes initiative in working cooperatively with colleagues/administration in planning building and district level goals and objectives.
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: