

LIBRARIAN PROFESSIONAL DEVELOPMENT AND APPRAISAL SYSTEM

APPRAISAL FRAMEWORK

DOMAIN I: Curriculum Integration

Evaluation Dimensions:

- a. Works with teachers to implement meaningful, timely instruction for students, individuals, or in groups.
- b. Collaborates with other faculty and administrators to improve student performance on the campus.
- c. Offers education, training, and guidance to students and staff in the use of technology and information resources.
- d. Teaches information skills primarily within curriculum context.

Evaluation Criteria

Exceeds Expectations ALMOST ALL OF THE TIME	Proficient MOST OF THE TIME	Below Expectations SOME OF THE TIME	Unsatisfactory LESS THAN HALF OF THE TIME
<ol style="list-style-type: none"> 1. Librarian knows teacher's objectives for library visit. 2. Library skills are being taught within the context of the instructional unit. 3. Students are connecting learning to work and life applications, both within the discipline and other disciplines. 4. Students are self-directed as appropriate to the lesson objectives. 5. Students are using multiple library sources for information gathering. 6. Library is integrated into Campus Plan. 7. Librarian works with colleagues to align instruction to include appropriate objectives related to support student achievement in all assigned classes. 	<ol style="list-style-type: none"> 1. Librarian knows teacher's objectives for library visit. 2. Library skills are being taught within the context of the instructional unit. 3. Students are connecting learning to work and life applications, both within the discipline and other disciplines. 4. Students are self-directed as appropriate to the lesson objectives. 5. Students are using multiple library sources for information gathering. 6. Library is integrated into Campus Plan. 7. Librarian works with colleagues to align instruction to include appropriate objectives related to support student achievement in all assigned classes. 	<ol style="list-style-type: none"> 1. Librarian knows teacher's objectives for library visit. 2. Library skills are being taught within the context of the instructional unit. 3. Students are connecting learning to work and life applications, both within the discipline and other disciplines. 4. Students are self-directed as appropriate to the lesson objectives. 5. Students are using multiple library sources for information gathering. 6. Library is integrated into Campus Plan. 7. Librarian works with colleagues to align instruction to include appropriate objectives related to support student achievement in all assigned classes. 	<ol style="list-style-type: none"> 1. Librarian knows teacher's objectives for library visit. 2. Library skills are being taught within the context of the instructional unit. 3. Students are connecting learning to work and life applications, both within the discipline and other disciplines. 4. Students are self-directed as appropriate to the lesson objectives. 5. Students are using multiple library sources for information gathering. 6. Library is integrated into Campus Plan. 7. Librarian works with colleagues to align instruction to include appropriate objectives related to support student achievement in all assigned classes.

LIBRARIAN PROFESSIONAL DEVELOPMENT AND APPRAISAL SYSTEM

APPRAISAL FRAMEWORK

DOMAIN II: Resources

Evaluation Dimensions:

- a. Offers a balanced collection to support the curriculum and students' needs.
- b. Offers a multicultural collection that reflects a diverse community.
- c. Offers a balance of print, multimedia, and electronic resources based on district-adopted, board-approved selection policies.
- d. Strives to maintain a current collection that reflects up-to-date information.

Evaluation Criteria

Exceeds Expectations ALMOST ALL OF THE TIME	Proficient MOST OF THE TIME	Below Expectations SOME OF THE TIME	Unsatisfactory LESS THAN HALF OF THE TIME
<ol style="list-style-type: none"> 1. Librarian is aware of collection needs and spends budget resources accordingly. 2. Librarian continuously monitors for a contemporary and relevant collection in each subject area. 3. Librarian makes available resources that reflect the community of learners. 4. Librarian uses other sources such as interlibrary loan, Texas Library Connection, and the public library to locate resources when necessary. 5. Librarian seeks out and engages in professional development that keeps him/her abreast of current print and nonprint resources. 6. Librarian seeks input from students and faculty regarding resources purchased. 	<ol style="list-style-type: none"> 1. Librarian is aware of collection needs and spends budget resources accordingly. 2. Librarian continuously monitors for a contemporary and relevant collection in each subject area. 3. Librarian makes available resources that reflect the community of learners. 4. Librarian uses other sources such as interlibrary loan, Texas Library Connection, and the public library to locate resources when necessary. 5. Librarian seeks out and engages in professional development that keeps him/her abreast of current print and nonprint resources. 6. Librarian seeks input from students and faculty regarding resources purchased. 	<ol style="list-style-type: none"> 1. Librarian is aware of collection needs and spends budget resources accordingly. 2. Librarian continuously monitors for a contemporary and relevant collection in each subject area. 3. Librarian makes available resources that reflect the community of learners. 4. Librarian uses other sources such as interlibrary loan, Texas Library Connection, and the public library to locate resources when necessary. 5. Librarian seeks out and engages in professional development that keeps him/her abreast of current print and nonprint resources. 6. Librarian seeks input from students and faculty regarding resources purchased. 	<ol style="list-style-type: none"> 1. Librarian is aware of collection needs and spends budget resources accordingly. 2. Librarian continuously monitors for a contemporary and relevant collection in each subject area. 3. Librarian makes available resources that reflect the community of learners. 4. Librarian uses other sources such as interlibrary loan, Texas Library Connection, and the public library to locate resources when necessary. 5. Librarian seeks out and engages in professional development that keeps him/her abreast of current print and nonprint resources. 6. Librarian seeks input from students and faculty regarding resources purchased.

LIBRARIAN PROFESSIONAL DEVELOPMENT AND APPRAISAL SYSTEM

APPRAISAL FRAMEWORK

DOMAIN III: Management

Evaluation Dimensions:

- a. Effectively manages personnel to support the needs of the school.
- b. Organizes reports, budgets, policies, and circulation according to district policy.
- c. Effectively and efficiently manages time and materials.
- d. Establishes an environment which promotes and encourages self-discipline and self-directed learning.
- e. Effectively implements the discipline-management procedures approved by the district.

Evaluation Criteria

Exceeds Expectations ALMOST ALL OF THE TIME	Proficient MOST OF THE TIME	Below Expectations SOME OF THE TIME	Unsatisfactory LESS THAN HALF OF THE TIME
<ol style="list-style-type: none"> 1. Student and faculty questions receive prompt and courteous attention. 2. Library sections are clearly labeled so that self-directed searching is encouraged. 3. Librarian supervises adult and student assistants so that patrons can be helped as efficiently as possible. 4. Library staff interacts with students in a fair and equitable manner. 5. Librarian submits reports in a timely manner in compliance with school and district policy. 6. Librarian complies with budget policies and meets deadlines for spending. 7. Librarian provides the opportunity for before and after school use of facilities. 8. Librarian provides equitable and clearly posted access to scheduling library time and equipment. 9. Librarian maintains a system for upkeep and repair of all equipment. 	<ol style="list-style-type: none"> 1. Student and faculty questions receive prompt and courteous attention. 2. Library sections are clearly labeled so that self-directed searching is encouraged. 3. Librarian supervises adult and student assistants so that patrons can be helped as efficiently as possible. 4. Library staff interacts with students in a fair and equitable manner. 5. Librarian submits reports in a timely manner in compliance with school and district policy. 6. Librarian complies with budget policies and meets deadlines for spending. 7. Librarian provides the opportunity for before and after school use of facilities. 8. Librarian provides equitable and clearly posted access to scheduling library time and equipment. 9. Librarian maintains a system for upkeep and repair of all equipment. 	<ol style="list-style-type: none"> 1. Student and faculty questions receive prompt and courteous attention. 2. Library sections are clearly labeled so that self-directed searching is encouraged. 3. Librarian supervises adult and student assistants so that patrons can be helped as efficiently as possible. 4. Library staff interacts with students in a fair and equitable manner. 5. Librarian submits reports in a timely manner in compliance with school and district policy. 6. Librarian complies with budget policies and meets deadlines for spending. 7. Librarian provides the opportunity for before and after school use of facilities. 8. Librarian provides equitable and clearly posted access to scheduling library time and equipment. 9. Librarian maintains a system for upkeep and repair of all equipment. 	<ol style="list-style-type: none"> 1. Student and faculty questions receive prompt and courteous attention. 2. Library sections are clearly labeled so that self-directed searching is encouraged. 3. Librarian supervises adult and student assistants so that patrons can be helped as efficiently as possible. 4. Library staff interacts with students in a fair and equitable manner. 5. Librarian submits reports in a timely manner in compliance with school and district policy. 6. Librarian complies with budget policies and meets deadlines for spending. 7. Librarian provides the opportunity for before and after school use of facilities. 8. Librarian provides equitable and clearly posted access to scheduling library time and equipment. 9. Librarian maintains a system for upkeep and repair of all equipment.

LIBRARIAN PROFESSIONAL DEVELOPMENT AND APPRAISAL SYSTEM

APPRAISAL FRAMEWORK

DOMAIN IV: Public Relations

Evaluation Dimensions:

- a. Ensures a user-friendly library.
- b. Provides an active, stimulating atmosphere.
- c. Uses appropriate and accurate verbal and non-verbal communication with parents, staff, and community.
- d. Promotes interactions which are supportive, courteous, respectful, and encouraging to students, staff, and community.
- e. Contributes to making the whole school a learning community.
- f. Connects the library and learning to the community.
- g. Stimulates students to be active, lifelong readers.

Evaluation Criteria

Exceeds Expectations ALMOST ALL OF THE TIME	Proficient MOST OF THE TIME	Below Expectations SOME OF THE TIME	Unsatisfactory LESS THAN HALF OF THE TIME
<ol style="list-style-type: none"> 1. Library environment is welcoming and staff is friendly to all users. 2. Library encourages reading through various activities such as reading, clubs, reading incentives, contests, and book-talks. 3. Librarian uses appropriate and accurate verbal and non-verbal forms of communication to inform students, staff, and community of library resources and programs. 4. Librarian works to make the library an integral part of the school/community. 5. Librarian works with the staff to display student work and/or accomplishments. 6. Librarian involves the community through a variety of activities such as speakers, information sharing, business partnerships, and public library reading programs. 	<ol style="list-style-type: none"> 1. Library environment is welcoming and staff is friendly to all users. 2. Library encourages reading through various activities such as reading, clubs, reading incentives, contests, and book-talks. 3. Librarian uses appropriate and accurate verbal and non-verbal forms of communication to inform students, staff, and community of library resources and programs. 4. Librarian works to make the library an integral part of the school/community. 5. Librarian works with the staff to display student work and/or accomplishments. 6. Librarian involves the community through a variety of activities such as speakers, information sharing, business partnerships, and public library reading programs 	<ol style="list-style-type: none"> 1. Library environment is welcoming and staff is friendly to all users. 2. Library encourages reading through various activities such as reading, clubs, reading incentives, contests, and book-talks. 3. Librarian uses appropriate and accurate verbal and non-verbal forms of communication to inform students, staff, and community of library resources and programs. 4. Librarian works to make the library an integral part of the school/community. 5. Librarian works with the staff to display student work and/or accomplishments. 	<ol style="list-style-type: none"> 1. Library environment is welcoming and staff is friendly to all users. 2. Library encourages reading through various activities such as reading, clubs, reading incentives, contests, and book-talks. 3. Librarian uses appropriate and accurate verbal and non-verbal forms of communication to inform students, staff, and community of library resources and programs. 4. Librarian works to make the library an integral part of the school/community. 5. Librarian works with the staff to display student work and/or accomplishments.

LIBRARIAN PROFESSIONAL DEVELOPMENT AND APPRAISAL SYSTEM

APPRAISAL FRAMEWORK

DOMAIN V: Professional Responsibilities

Evaluation Dimensions:

- a. Determines and participates in professional development activities that are aligned with the goals of the district, campus, and library.
- b. Exhibits a willingness to collaborate with colleagues and other professionals for continuous growth and development.
- c. Participates in professional organizations.
- d. Correlates professional development activities with the prior performance appraisal.

Evaluation Criteria

Exceeds Expectations ALMOST ALL OF THE TIME	Proficient MOST OF THE TIME	Below Expectations SOME OF THE TIME	Unsatisfactory LESS THAN HALF OF THE TIME
<ol style="list-style-type: none"> 1. Librarian successfully seeks out and engages in professional development activities that positively correlate with the goals of the campus and district. 2. Librarian works collaboratively and constructively with colleagues and other professionals toward the overall improvement of student performance. 3. Librarian participates and/or contributes to campus-wide and/or district-wide programs to improve the education of all students. 4. Librarian is an active and contributing member of local and/or state professional organizations. 	<ol style="list-style-type: none"> 1. Librarian successfully seeks out and engages in professional development activities that positively correlate with the goals of the campus and district. 2. Librarian works collaboratively and constructively with colleagues and other professionals toward the overall improvement of student performance. 3. Librarian participates and/or contributes to campus-wide and/or district-wide programs to improve the education of all students. 4. Librarian is an active and contributing member of local and/or state professional organizations. 	<ol style="list-style-type: none"> 1. Librarian successfully seeks out and engages in professional development activities that positively correlate with the goals of the campus and district. 2. Librarian works collaboratively and constructively with colleagues and other professionals toward the overall improvement of student performance. 3. Librarian participates and/or contributes to campus-wide and/or district-wide programs to improve the education of all students. 4. Librarian is an active and contributing member of local and/or state professional organizations. 	<ol style="list-style-type: none"> 1. Librarian successfully seeks out and engages in professional development activities that positively correlate with the goals of the campus and district. 2. Librarian works collaboratively and constructively with colleagues and other professionals toward the overall improvement of student performance. 3. Librarian participates and/or contributes to campus-wide and/or district-wide programs to improve the education of all students. 4. Librarian is an active and contributing member of local and/or state professional organizations.

LIBRARIAN PROFESSIONAL DEVELOPMENT AND APPRAISAL SYSTEM

APPRAISAL FRAMEWORK

Name: _____ Appraiser: _____ Date: _____ Campus: _____ Assignment/Grade: _____

Beginning Time: _____

Ending Time: _____

- Observation Summary
 Summative Annual Appraisal

Domain I: Curriculum Integration

	Exceeds (x5)	Proficient (x3)	Below (x1)	Unsatis- factory (x0)	
1. Works with teachers to implement meaningful, timely instruction for students, individually and/or in groups.					
2. Collaborates with other faculty and administration to improve student performance on the campus.					
3. Offers education, training, and guidance to students and staff in the use of technology and information resources.					
4. Teaches information skills primarily within curriculum context.					
Subtotal					TOTAL

Comments: _____

Strengths: _____

Areas to Address: _____

Total: 16 to 20 Exceeds Expectations
 9 to 15 Proficient
 3 to 8 Below Expectations
 0 to 2 Unsatisfactory

LIBRARIAN PROFESSIONAL DEVELOPMENT AND APPRAISAL SYSTEM

APPRAISAL FRAMEWORK

Name: _____ Appraiser: _____ Date: _____ Campus: _____ Assignment/Grade: _____

Beginning Time: _____

Ending Time: _____

- Observation Summary
 Summative Annual Appraisal

Domain II: Resources

	Exceeds (x5)	Proficient (x3)	Below (x1)	Unsatis- factory (x0)	
1. Offers a balanced collection to support the curriculum and its users' needs.					
2. Offers a multicultural collection that reflects a diverse community.					
3. Offers a balance of print, multimedia, and electronic resources based on district-adopted, board-approved selection policies.					
4. Strives to maintain a current collection that reflects up-to-date information.					
Subtotal					TOTAL

Comments: _____

Strengths: _____ Areas to Address: _____

Total: 16 to 20 Exceeds Expectations
 9 to 15 Proficient
 3 to 8 Below Expectations
 0 to 2 Unsatisfactory

LIBRARIAN PROFESSIONAL DEVELOPMENT AND APPRAISAL SYSTEM

APPRAISAL FRAMEWORK

Name: _____ Appraiser: _____ Date: _____ Campus: _____ Assignment/Grade: _____

Beginning Time: _____

Ending Time: _____

- Observation Summary
 Summative Annual Appraisal

Domain III: Management

	Exceeds (x5)	Proficient (x3)	Below (x1)	Unsatis- factory (x0)	
1. Effectively manages personnel to support the needs of the school.					
2. Organizes the media center, its reports, budgets, policies, and circulation according to the district policy.					
3. Effectively and efficiently manages time and materials.					
4. Establishes an environment which promotes and encourages self-discipline and self-directed learning.					
5. Effectively implements the discipline-management procedures approved by the district.					
Subtotal					TOTAL

Comments: _____

Strengths: _____

Areas to Address: _____

Total: 20 to 25 Exceeds Expectations
 12 to 19 Proficient
 4 to 11 Below Expectations
 0 to 3 Unsatisfactory

LIBRARIAN PROFESSIONAL DEVELOPMENT AND APPRAISAL SYSTEM

APPRAISAL FRAMEWORK

Name: _____ Appraiser: _____ Date: _____ Campus: _____ Assignment/Grade: _____

Beginning Time: _____

Ending Time: _____

- Observation Summary
 Summative Annual Appraisal

Domain IV: Public Relations

	Exceeds (x5)	Proficient (x3)	Below (x1)	Unsatis- factory (x0)	
1. Ensures a user-friendly library.					
2. Provides an active, stimulating atmosphere for information user.					
3. Uses appropriate and accurate written, verbal and non-verbal communication with parents, staff, and community.					
4. Interactions are supportive, courteous, respectful, and encouraging to students, staff, and community.					
5. Contributes to making the whole school a learning community.					
6. Stimulates students to be active, lifelong readers.					TOTAL
Subtotal					

Comments: _____

Strengths: _____ Areas to Address: _____

Total: 25 to 30 Exceeds Expectations
 15 to 24 Proficient
 5 to 14 Below Expectations
 0 to 4 Unsatisfactory

LIBRARIAN PROFESSIONAL DEVELOPMENT AND APPRAISAL SYSTEM

APPRAISAL FRAMEWORK

Name: _____ Appraiser: _____ Date: _____ Campus: _____ Assignment/Grade: _____

Beginning Time: _____

Ending Time: _____

- Observation Summary
 Summative Annual Appraisal

Domain V: Professional Responsibilities

	Exceeds (x5)	Proficient (x3)	Below (x1)	Unsatis- factory (x0)	
1. Determines and participates in professional development activities that are aligned with the goals of the district, campus, and library.					
2. Exhibits a willingness to collaborate with colleagues and other professionals for continuous growth and development.					
3. Participates in professional organizations.					
4. Correlates professional development activities with the prior performance appraisal.					
Subtotal					TOTAL

Comments: _____

Strengths: _____ **Areas to Address:** _____

Total: 16 to 20 Exceeds Expectations
 9 to 15 Proficient
 3 to 8 Below Expectations
 0 to 2 Unsatisfactory

Signature of Appraiser: _____ Date: _____
 My appraiser has given me a copy of this Observation Summary Report
 Signature of Librarian: _____

Observation Summary

Signature of Appraiser: _____ Date: _____
 My appraiser has given me a copy of this Observation Summary Report
 Signature of Librarian: _____

Summative Annual Appraisal