

**NON-ADMINISTRATOR EVALUATION PART A AND B
SECONDARY MEDIA SPECIALIST**

Student Achievement Data Secondary School Data – PART A and B

Scoring for Secondary Media Specialist

Evaluators Will Use the Following Rubrics to Score Each Question

Highly Effective - Performance consistently exhibits multiple strengths that have a strong, positive impact on students and the school climate. Counselor serves as a model. Areas for professional growth are self-directed. Score = 4

Effective - Performance typically exhibits multiple strengths that favorably impact students and the school climate. Counselor serves as a model in some areas. Areas for professional growth are generally self-directed. Score = 3

Improvement Necessary - Performance typically exhibits strengths that impact favorably on students and school climate. Areas of professional growth can be identified. Score = 2

Ineffective - Performance frequently exhibits weaknesses that negatively impact students and the school climate. Areas for professional growth will be identified, and an improvement plan will be developed. Direct and immediate intervention is required by administrator. Score = 1

Purposeful Planning: School librarians work in collaboration with the classroom teacher to develop a rigorous curriculum relevant for all students. Additionally, school librarians will plan the library media program for the school.

- _____ 1. The school librarian demonstrates knowledge of literature and current trends in library practice and information technology.
- _____ 2. The school librarian establishes and successfully implements goals for the school library program appropriate to the setting and the students served.
- _____ 3. The school librarian demonstrates knowledge of resources, both within and beyond the school and district.
- _____ 4. The school librarian develops and implements a plan to evaluate the library program.
- _____ 5. The school librarian establishes a culture for investigation and love of literature.
- _____ 6. The school librarian establishes and maintains library procedures.
- _____ 7. The school librarian organizes physical space to enable smooth flow.
- _____ 8. The school librarian maintains and extends the library collection in accordance with the schools' needs and within budget limitations.
- _____ **Total score out of 32 points possible**

Evidence:

Effective Instruction: Librarians, working collaboratively with classroom teachers, facilitate student academic performance so that all students are participating and have the opportunity to

gain mastery of the objectives. The librarian fosters a climate of urgency and expectation around achievement, excellence and respect.

_____ 1. The school librarian creates an environment conducive to learning.
_____ 2. The school librarian demonstrates and clearly communicates content knowledge to students.

_____ 3. The school librarian engages students in academic content.
_____ 4. The school librarian checks for understanding.
_____ 5. The school librarian modifies instruction as needed.
_____ 6. The school librarian maximizes instructional time.
_____ 7. The school librarian assists students in the use of technology in the Media Center.

_____ 8. The school librarian collaborates with teachers in the design of instructional units and lessons.

_____ 9. The school librarian engages students in enjoying literature and in learning multiple literacy skills.

_____ **Total score out of 36 points possible**

Evidence:

Leadership: Librarian develops and sustains intense energy and leadership within their school community to ensure the achievement of all students.

_____ 1. The school librarian contributes to the school culture.
_____ 2. The school librarian collaborates with peers.
_____ 3. The school librarian establishes, evaluates, and maintains library procedures in regards to staffing, students or parent volunteers.
_____ 4. The school librarian advocates for student success.
_____ 5. The school librarian prepares and submits reports and budgets.
_____ 6. The school librarian communicates with the larger community.
_____ 7. The school librarian participates in a professional community.

_____ **Total score out of 28 possible points**

_____ 1. The school librarian seeks professional skills and knowledge.

This question is based on a 3,2,1,0 scale.

_____ **Total score out of 3 possible points.**

Evidence:

Mandatory Domain - Core Professionalism:

4 Core Areas: attendance; tardiness; rules/procedures/policies; and respect/rapport. Each teacher must satisfactorily PASS each of these mandatory core professional areas each year. If any of the four areas listed here is deemed unsatisfactory, the teacher will be notified no later than April 10 of each year of the improvements necessary to retain his/her position in the school district. A score of zero (0) two years in a row is grounds for dismissal at the end of the second year.

Pass = 1 point; Failure = 0 points and placed on improvement plan with mandatory improvement or termination at the end of the second school year.

_____ **Total Score is 1 or 0.**

_____ **TOTAL SCORE out of 100 points possible.**

PART B EVALUATION FORM FOR SECONDARY MEDIA SPECIALIST

A secondary media specialist receives the same grade as the school corporation but only after two years in the job.

- Grade of A = 100 points = Highly Effective
- Grade of B = 80 points = Effective
- Grade of C = 60 points = Improvement Necessary
- Grade of D = 40 points = Improvement Necessary
- Grade of F = 20 points = Ineffective

Evidence: (None needed unless an area is deemed Improvement necessary to maintain his/her position.)

Part B Total Overall Score: _____ (Out of a total 100 points possible)

Part B Evaluation Summary Comments:

Part A and Part B Total

Ineffective	Improvement Necessary	Effective	Highly Effective
Performance frequently exhibits weaknesses that negatively impact students, staff, and the school climate. Points 40 - 79	Performance typically exhibits strengths that impact students, staff, and school climate. Point 80 - 119	Performance typically exhibits multiple strengths that favorably impact students, staff, and the school climate. Points 120-159	Performance consistently exhibits multiple strengths that have strong, positive impact on students, staff, and the school climate. Point 160-200

Total Points

Part A Total Score _____

Part B Total Score _____

Part A and B Total Score _____ (Out of a total 200 points possible)

Signatures

School Year _____

Date of Post Conference Evaluation Meeting _____

Evaluator's Signature

I acknowledge that I have reviewed and discussed this evaluation.

Teacher's Signature

(Teacher's signature does not automatically indicate agreement.)