LIBRARIAN

SUMMATIVE EVALUATION

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| Educator: |  |  | Assignment: |  |
| Employee ID #: |  |  | Date: |  |
| School: |  |  | School Year: |  |

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| SUMMATIVE EVALUATION PRE-CONFERENCE  To be completed before employee conference | | | | | |
| **1** | Review of observation data  No  Yes | | Optional Comments: | | |
| **2** | Review of survey data  No  Yes | | Optional Comments: | | |
| **3** | Review of applicable student data  No  Yes | | Optional Comments: | | |
| PLAN | | | | | |
| **4** | (P.1) Proactively participates in the creation of a vision and goals for library services in collaboration with school and district administrators | | | | |
|  | Ineffective  Moderately Effective  Effective  Highly Effective | | Optional Comments: | | |
| **5** | (P.2) Designs instruction to meet or exceed DESK standards | | | | |
|  | Ineffective  Moderately Effective  Effective  Highly Effective | | Optional Comments: | | |
| **6** | (P.3) Creates and maintains written library policies, guidelines, and procedures for students, staff, and school community | | | | |
|  | Ineffective  Moderately Effective  Effective  Highly Effective | | Optional Comments: | | |
| **7** | (P.4) Uses data to plan budgets, programs, activities, and professional development | | | | |
|  | Ineffective  Moderately Effective  Effective  Highly Effective | | Optional Comments: | | |
| **8** | (P.5) Selects and maintains a well-developed collection of books and resources to support curriculum and students | | | | |
|  | Ineffective  Moderately Effective  Effective  Highly Effective | | Optional Comments: | | |
| TEACH & TRAIN | | | | | |
| **9** | (T.1) Partners with classroom teachers to plan and deliver curriculum to meet student needs | | | | |
|  | Ineffective  Moderately Effective  Effective  Highly Effective | | Optional Comments: | | |
| **10** | (T.2) Promotes reading as a foundational skill for life-long learning and enjoyment to students, staff, and community | | | | |
|  | Ineffective  Moderately Effective  Effective  Highly Effective | | Optional Comments: | | |
| **11** | (T.3) Provides consultation and training in the use of resources and technologies which support curriculum | | | | |
|  | Ineffective  Moderately Effective  Effective  Highly Effective | | Optional Comments: | | |
| **12** | (T.4) Engages learners through effective instructional strategies to promote higher level thinking | | | | |
|  | Ineffective  Moderately Effective  Effective  Highly Effective | | Optional Comments: | | |
| **13** | (T.5) Provides training, guidance, and support to library assistants and volunteers, as needed | | | | |
|  | Ineffective  Moderately Effective  Effective  Highly Effective | | Optional Comments: | | |
| CHECK | | | | | |
| **14** | (C.1) Collects a variety of data and feedback to guide library budgets, programs, activities, resources, professional development, and instruction | | | | |
|  | Ineffective  Moderately Effective  Effective  Highly Effective | | Optional Comments: | | |
| **15** | (C.2) Consistently evaluates and maintains library resources according to current needs | | | | |
|  | Ineffective  Moderately Effective  Effective  Highly Effective | | Optional Comments: | | |
| **16** | (C.3) Meets with administration to evaluate and improve library/media services | | | | |
|  | Ineffective  Moderately Effective  Effective  Highly Effective | | Optional Comments: | | |
| ENVIRONMENT | | | | | |
| **17** | (E.1) Fosters an environment where librarians, staff, and students are positive and respectful | | | | |
|  | Ineffective  Moderately Effective  Effective  Highly Effective | | Optional Comments: | | |
| **18** | (E.2) Demonstrates caring and understanding within an environment of high expectations | | | | |
|  | Ineffective  Moderately Effective  Effective  Highly Effective | | Optional Comments: | | |
| **19** | (E.3) Creates an organized, flexible learning environment to facilitate a variety of individual and group activities | | | | |
|  | Ineffective  Moderately Effective  Effective  Highly Effective | | Optional Comments: | | |
| **20** | (E.4) Facilitates an environment of support through effective time management, organization, and allocation of resources | | | | |
|  | Ineffective  Moderately Effective  Effective  Highly Effective | | Optional Comments: | | |
| **21** | (E.5) Implements library policies and procedures for effective library use | | | | |
|  | Ineffective  Moderately Effective  Effective  Highly Effective | | Optional Comments: | | |
| PROFESSIONALISM | | | | | |
| **22** | (PRO.1) Engages in self-reflection and professional learning for continuous growth and expertise | | | | |
|  | Ineffective  Moderately Effective  Effective  Highly Effective | | Optional Comments: | | |
| **23** | (PRO.2) Collaborates and cultivates productive relationships with staff, students, parents, administrators, and communityto improve learning | | | | |
|  | Ineffective  Moderately Effective  Effective  Highly Effective | | Optional Comments: | | |
| **24** | (PRO.3) Approaches challenges and changes positively in a problem-solving manner | | | | |
|  | Ineffective  Moderately Effective  Effective  Highly Effective | | Optional Comments: | | |
| **25** | Adheres to all school, district, and state policies and procedures with consistency. | | | |
|  | No (comments required)  Yes (comments optional) | | Comments: | |
| **26** | Commendations, Recommendations, Other: | | | |
| SUMMATIVE EVALUATION CONFERENCE  To be completed with employee | | | | | |
| PROFESSIONAL GROWTH PLAN: | | | | |
| **27** | Librarian has reviewed Evaluate Davis survey data, and has responded by making adjustments as needed. | | | |
|  | Did not review  Reviewed, but did not make adjustments to practice  Reviewed, and made adjustments to practice  Reviewed, scores indicated changes were not needed | | Optional Comments: | |
| **28** | Professional Development Review  Complete | | Optional Comments: | |
| **29** | Professional Contributions (please list)  Complete | | Comments: | |
| **30** | (PRO.4) Makes professional contributions to school, district, and school community | | | | |
|  | Ineffective  Moderately Effective  Effective  Highly Effective | | Optional Comments: | | |
| REVIEW OF GOALS | | | | |
| **Performance Goal #1** | | No progress toward goal | Progress made toward goal | Met goal |
| **Academic Goal #2** | | No progress toward goal | Progress made toward goal | Met goal |
| **Academic Goal #3** | | No progress toward goal | Progress made toward goal | Met goal |

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| *Librarian Signature* | *Date* |  | *Supervisor Signature* | *Date* |