LIBRARIAN

SUMMATIVE EVALUATION

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

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| SUMMATIVE EVALUATION PRE-CONFERENCETo 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 CONFERENCETo 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* |