**Guidance for Evaluation of School Librarians**

This document is intended to be a crosswalk between the Teacher Rubric and the evaluation criteria that existed previously for school librarians.

**Standard I: Curriculum, Planning, & Assessment**

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| **Rubric Indicators & Elements** | **School Librarian Evaluation Criteria from School Year 2011-2012** |
| I-A. Curriculum & PlanningI-A-1. Subject Matter KnowledgeI-A-2. Child and Adolescent DevelopmentI-A-3. Rigorous Standards-Based Unit Design I-A-4. Well-Structured LessonsI-B. AssessmentI-B-1. Variety of Assessment MethodsI-B-2. Adjustments to Practice I-C. AnalysisI-C-1. Analysis and Conclusions I-C-2. Sharing Conclusions with Colleagues I-C-3. Sharing Conclusions with Students  | * Knows the library collection and the curriculum and instructional materials
* Schedules class, teacher and student use of the library media center
* Plans and implements programs and activities to support instructional goals and to encourage full use of library media materials
* Supervises, trains and makes effective use of paraprofessionals and volunteers working in the library
* Implements system-wide library/media center goals and attends meetings called by Library/Media Services
* Establishes and maintains an appropriate shelf list (inventory), card catalog, and other appropriate records
* Provides for the proper processing, care and maintenance of the collection, both print and non-print
* Maintains records of library use, including daily circulation records
* Assists the Principal/Headmaster in involving key staff, i.e., teachers, department heads, specialists and/or others where appropriate, in decisions related to library services
* Assists the Principal/Headmaster in building and maintaining an updated school library collection that meets the goals of the school program
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**Standard II: Teaching All Students**

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| **Rubric Elements** | **Former Evaluation Criteria** |
| II-A. InstructionII-A-1. Quality of Effort and WorkII-A-2. Student EngagementII-A-3. Meeting Diverse Needs II-B. Learning EnvironmentII-B-1. Safe Learning EnvironmentII-B-2. Collaborative Learning EnvironmentII-B-3. Student MotivationII-C. Cultural ProficiencyII-C-1. Respects Differences II-C-2. Maintains Respectful Environment II-D. ExpectationsII-D-1. Clear Expectations II-D-2. High Expectations II-D-3. Access to Knowledge | * Respects the needs and abilities of each student
* Provides to all students individual and group instruction in the effective use of library media resources
* Provides students and teachers with materials and resources to meet individual and curricular needs
* Employs library procedures that contribute to an effective learning environment
* Establishes and maintains a comprehensive, challenging and multicultural library/media collection
* Selects materials which reflect the ethnic and cultural diversity of Boston school students
* Provides conditions that foster appreciation and respect for books and other resources of the library
* Makes the library/media center accessible to all students and faculty of the school
* Treats students and staff with respect, fairness and consistency, while helping them to reach their highest potential
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**Standard III: Family and Community Engagement**

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| **Rubric Elements** | **Former Evaluation Criteria** |
| III-A. EngagementIII-A-1. Parent/Family EngagementIII-B. CollaborationIII-B-1. Learning ExpectationsII-B-2. Curriculum SupportIII-C. CommunicationII-C-1. Two-Way Communication II-C-2. Culturally Proficient Communication  | * **Exhibits cooperative relationships with parents and other members of the community**
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**Standard IV: Professional Culture**

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| **Rubric Elements** | **Former Evaluation Criteria** |
| IV-A. ReflectionIV-A-1. Reflective PracticeII-A-2. Goal SettingIV-B. Professional GrowthIV-B-1. Professional Learning and GrowthIV-C. CollaborationIV-C-1. Professional Collaboration IV-D. Decision-MakingIV-D-1. Decision-makingIV-E. Shared ResponsibilityIV-B-1. Shared ResponsibilityIV-F. Professional ResponsibilitiesIV-C-1. Judgment IV-C-2. Reliability and Responsibility  | * Assists the Principal/Headmaster in involving key staff, i.e., teachers, department heads, specialists and/or others where appropriate, in decisions

related to library services* Implements system-wide library/media center goals and attends meetings called by Library/Media Services
* Works cooperatively with peers
* Complies with reporting requirements and administrative rules and regulations
* Performs duties and assignments effectively
* Participates in activities to promote the general welfare of the school and library profession
* Maintains professional appearance and demeanor
* Cooperates in achieving the goals of the Whole School Improvement Plan
* Evaluates, selects and orders, on an ongoing basis, all library/media materials to coordinate with school and system-wide goals
* Utilizes school system and community resources in improving the quality and scope of library services
* Assists the Principal/Headmaster in building and maintaining an updated school library collection that meets the goals of the school program
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