**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 & Planning  I-A-1. Subject Matter Knowledge  I-A-2. Child and Adolescent Development  I-A-3. Rigorous Standards-Based Unit Design  I-A-4. Well-Structured Lessons  I-B. Assessment  I-B-1. Variety of Assessment Methods  I-B-2. Adjustments to Practice  I-C. Analysis  I-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 |

**Standard II: Teaching All Students**

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| **Rubric Elements** | **Former Evaluation Criteria** |
| II-A. Instruction  II-A-1. Quality of Effort and Work  II-A-2. Student Engagement  II-A-3. Meeting Diverse Needs  II-B. Learning Environment  II-B-1. Safe Learning Environment  II-B-2. Collaborative Learning Environment  II-B-3. Student Motivation  II-C. Cultural Proficiency  II-C-1. Respects Differences  II-C-2. Maintains Respectful Environment  II-D. Expectations  II-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 |

**Standard III: Family and Community Engagement**

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| **Rubric Elements** | **Former Evaluation Criteria** |
| III-A. Engagement  III-A-1. Parent/Family Engagement  III-B. Collaboration  III-B-1. Learning Expectations  II-B-2. Curriculum Support  III-C. Communication  II-C-1. Two-Way Communication  II-C-2. Culturally Proficient Communication | * **Exhibits cooperative relationships with parents and other members of the community** |

**Standard IV: Professional Culture**

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| **Rubric Elements** | **Former Evaluation Criteria** |
| IV-A. Reflection  IV-A-1. Reflective Practice  II-A-2. Goal Setting  IV-B. Professional Growth  IV-B-1. Professional Learning and Growth  IV-C. Collaboration  IV-C-1. Professional Collaboration  IV-D. Decision-Making  IV-D-1. Decision-making  IV-E. Shared Responsibility  IV-B-1. Shared Responsibility  IV-F. Professional Responsibilities  IV-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 |