

WEST BATON ROUGE PARISH SCHOOL SYSTEM LIBRARIAN EVALUATION

Librarian _____ Location _____

Evaluator _____ Date _____

Years in Position 0-3 4+

Directions: The evaluator is to indicate the appropriate rating of each major topic by placing a **circle** around the **S, NI, or U**. The evaluator shall then **mark** each item under the major headings using (S) to denote satisfactory performance, (NI) to denote needs improvement, or (U) to denote unsatisfactory performance.

PERFORMANCE RESPONSIBILITIES

A. PLANNING	S	NI	U
• Plans effectively for instruction	—	—	—
• Develops and implements effective policies and procedures for the operation of the library/media center	—	—	—
• Demonstrates proficiency in the use of library hardware, software, and network resources	—	—	—
• Prepares and administers federal, state, and local budgets, as applicable	—	—	—
• Maintains appropriate records and inventories	—	—	—
• Maintains a functional, attractive, and welcoming environment	—	—	—
• Trains and directs work of student assistants and volunteers (if applicable)	—	—	—
• Develops clear and concise written objectives	—	—	—
• Identifies and plans for individual differences	—	—	—
• Utilizes the state and local curriculum guides	—	—	—
 B. MANAGEMENT	 S	 NI	 U
• Maintains an environment conducive to learning	—	—	—
• Takes appropriate precautions to protect students, equipment, materials and facilities	—	—	—
• Performs duty assignment	—	—	—
• Maximizes the amount of time available for instruction	—	—	—
• Maintains accurate, complete and correct records	—	—	—
• Manages learner behavior to provide productive learning opportunities	—	—	—
 C. INFORMATION ACCESS	 S	 NI	 U
• Provides access to varied information sources to meet students' needs	—	—	—
• Leads in evaluating, selecting and utilizing traditional and technological resources	—	—	—
• Demonstrates effective strategies for accessing information using technology	—	—	—
• Promotes the legal and ethical use of information according to School Board policies	—	—	—
 D. INSTRUCTION	 S	 NI	 U
• Instructs students and staff in use of hardware and software used for information access	—	—	—
• Provides programs and services to promote reading, viewing, listening, and thinking skills	—	—	—
• Employs a variety of methods and techniques	—	—	—
• Plans collaboratively with teachers to incorporate information and technological literacy skills into content curricula	—	—	—
• Delivers instruction effectively and involves students in learning tasks	—	—	—
• Assists principal in curriculum coordination and staff development	—	—	—
• Provides opportunities for student involvement in the learning process	—	—	—
• Integrates technology into instruction	—	—	—

E. SCHOOL IMPROVEMENT	S	NI	U
• Takes an active role in building-level decision making	—	—	—
• Participates in grade-level and subject-area curriculum planning and evaluation	—	—	—
• Serves on task forces and decision making committees, when appropriate	—	—	—
• Implements School Improvement Plan	—	—	—
• Creates partnerships with parents/caregivers and colleagues	—	—	—
• Provides clear and timely information to parents/caregivers and colleagues regarding library expectations and ways they can assist learning	—	—	—
• Encourages parents/caregivers to become active partners in their children's education and to become involved in school and classroom	—	—	—
• Seeks community involvement in instructional program	—	—	—
F. PROFESSIONAL GROWTH AND DEVELOPMENT	S	NI	U
• Displays evidence of professional growth and participation in in-service sessions	—	—	—
• Demonstrates an awareness of current trends in library/technology education	—	—	—
• Provides in-service to school staff upon request	—	—	—
• Plans for professional self-development	—	—	—
G. PERSONAL TRAITS	S	NI	U
Exhibits:			
• Poise, self-confidence, enthusiasm and optimism	—	—	—
• Dependability	—	—	—
• Punctuality	—	—	—
• Acceptable speech and grammar	—	—	—
• Effective communication with students, parents, and other adults	—	—	—
• Discreet handling of confidential information	—	—	—
• Unbiased attitude regarding race, sex, creed, religion, or disability	—	—	—
• Use of suggestions for improvement	—	—	—
• Flexibility	—	—	—

LIBRARIAN'S PERFORMANCE AT THIS TIME IS:

Satisfactory _____ Needs Improvement _____ Unsatisfactory _____

PROGRESS TOWARD ACHIEVEMENT OF THE PROFESSIONAL GROWTH PLAN IS:

Minimal _____ Satisfactory _____ Has reached completion _____

EVALUATOR'S NARRATIVE COMMENTS: (Attach supplemental sheet if necessary)

EVALUATOR'S SIGNATURE _____ DATE _____

LIBRARIAN'S COMMENTS: (Attach supplemental sheet if necessary)

LIBRARIAN'S SIGNATURE _____ DATE _____

My signature indicates that I have read the results of the evaluation, but does not indicate agreement or disagreement with the rating or comments.

