

Ketchikan Gateway Borough School District
LIBRARIAN EVALUATION FORM

Librarian: _____ Department: _____

Evaluator: _____ Date: _____

Assignment/Grade: _____ Number of Students: _____

Evaluator Note: Please initial in box after reviewing

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DEFINITION OF AREAS TO BE EVALUATED

The following are definitions of the areas of performance in which the librarian of the Ketchikan Gateway Borough School District will be evaluated. The definitions are designed to communicate a general understanding of the level of performance expected of counselors in the District.

D= deficient N= needs improvement P=proficient E=exceptional Leave blank if don't know

1. KNOWLEDGE OF SUBJECT

D N P E

				1.0	Relates content, concepts, and skills to educational goals and life applications
				1.1	Keeps abreast of current literature by reading reviewing journals and other resources.
				1.2	Uses learning materials effectively
				1.3	Provides staff development opportunities for staff in the selection, use, evaluation, and production of new and emerging materials.
				1.4	Responds to student questions and refers to sources of information
				1.5	Reviews, evaluates and discard books as needed.
				1.6	Operates library efficiently within budget allocation.

Comments:

2. PLANNING AND USE OF INSTRUCTIONAL OBJECTIVES

D N P E

- 2.0 Establishes clear and appropriate instructional objectives for students
- 2.1 Plans, teaches, evaluates and reinforces instruction designed to make students and staff effective users of information and library resources.
- 2.2 Provides multiple opportunities for students to be successful
- 2.3 Implements policies with respect to the rights of users, confidentiality and unrestricted access to information resources.
- 2.4 Maintains a flexible schedule to meet the need of individuals, small and large groups for research, browsing, recreational reading, viewing, or listening at the time needed.

Comments:

3. EFFECTIVENESS OF INSTRUCTIONAL TECHNIQUES

D N P E

- 3.0 Encourages student centered exploration
- 3.1 Uses methods based on current and effective research
- 3.2 Plans, teaches, evaluates and reinforces instruction designed to make students and staff effective users of information and library resources.
- 3.3 Monitors rights and responsibilities of user relating to information and ideas (i.e. copyright, privacy, intellectual freedom).
- 3.4 Assures access to informational resources by maintaining Circulation terminals.
- 3.5 Assists all users in identifying and locating materials, and information resources.

Comments:

4. ASSESSMENT OF LIBRARY PROGRAMS

D N P E

				4.0 Prepares and keeps records of budget, fines, and donations for the library.
				4.1 Develops and maintains a written short term and long term plan for library to interface and integrate with the KGBSD curriculum.
				4.2 Provides feedback through methods and materials that are free of bias and/or discrimination
				4.3 Compiles monthly statistics on library usage and prepares projects up-dates and project completion reports.
				4.4 Systematically develops and organizes the collection of library materials and resources available to students and teachers as well as to other patrons of the First City Libraries Consortium.
				4.5 Maintains records of inventory of collections.
				4.6 Evaluates and purchases new materials for the collection within the KGBSD curriculum and district purchasing guidelines.
				4.7 Processes, catalogues, and completes preventative measures as needed

Comments:

5. CLASSROOM MANAGEMENT

D N P E

				5.0 Organizes library to accommodate varying instructional groupings based on experiences, learning styles, and needs of students
				5.1 Manages materials and space effectively for attainment of student objectives
				5.2 Creates a positive nondiscriminatory environment
				5.3 Establishes and communicates rules, routines, and responsibilities

Comments:

6. INTERACTION WITH LEARNERS

D N P E

- 6.0 Demonstrates empathy, respect, and concern for students
- 6.1 Shows sensitivity and is responsive to students' needs
- 6.2 Respects diversity within the library
- 6.3 Disciplines students in a positive manner with consequences that are dignified and consistent
- 6.4 Provides opportunity for student choice with effective balance between exercising rights and accepting responsibilities
- 6.5 Provides an atmosphere conducive to active learning
- 6.6 Encourages inquiry from all learners
- 6.7 Integrates appropriate community resources into the library
- 6.8 Leads training for volunteers in library procedures
- 6.9 Assists teachers in promoting reading and provides reading experiences and materials for students in groups and as individual readers.
- 6.10 Promotes lifelong learning by fostering positive attitudes towards libraries and by working to develop students' listening skills and critical thinking skills.

Comments:

7. PROFESSIONAL GROWTH

D N P E

- 7.0 Participates in opportunities for professional growth such as attending inservices, conferences, courses, and workshops and serving on committees.
- 7.1 Seeks, understands, and assumes responsibility for enhancing the curriculum.
- 7.2 Supports building /district goals.
- 7.3 Develops and continually updates the professional expertise necessary to effectively perform in the role of Library Media Specialist.
- 7.4 Available to assist staff in the selection, use, evaluation, and production of new and emerging materials and technologies.

Comments:

8. PROFESSIONAL RELATIONSHIPS

D N P E

- 8.0 Works professionally and cooperatively with students, school staff, and district personnel
- 8.1 Works professionally and cooperatively with parents, and community
- 8.2 Encourages discussion and feedback, considers alternatives, and implements appropriate change
- 8.3 Maintains confidentiality pertaining to students and staff
- 8.4 Creates, organizes and implements the services of the library program centered on students and staff needs
- 8.5 Initiates and maintains contact with the principal and teachers to evaluate the program and materials of the library
- 8.6 Communicate the mission and goals of the library program to students, faculty, and parents

D N P E

8.7 Establishes relationship and collaborative planning with colleagues, students, and parents which reflects recognition of and respect for every individual.

8.8 Assists and collaborates with teachers in instructional units, research projects, and other requests as needed.

8.9 Assists staff in procuring materials for use in the KGBSD curriculum as requested and anticipating needs for materials for effective instruction and student requests.

8.10 Follows policies and provides a flexible circulation regarding loan and use of materials to ensure equity to all users.

Comments:

Signatures below indicate that this evaluation was covered in a meeting between the teacher and evaluator. It does not indicate that there was complete agreement. Written responses to this evaluation may be filed by the teacher.

Librarian's Signature _____

Evaluator's Signature _____

Conference Date _____