

School Library Media Coordinator Summary Rating Form (Required)

This form is to be jointly reviewed by the school library media coordinator and evaluator or designee during the Summary Evaluation Conference conducted at the end of the year.

Name: _____

School: _____ School Year: _____

Evaluator: _____ District: _____

Date Completed: _____ Evaluator's Title: _____

Standard 1: School library media coordinators demonstrate leadership.	Not Demonstrated	Developing	Proficient	Accomplished	Distinguished
Element a. School library media coordinators lead in the school library media center and media program to support student success.					
Element b. School library media coordinators lead in their schools.					
Element c. School library media coordinators advocate for effective media programs.					
Element d. School library media coordinators demonstrate high ethical standards.					
Overall Rating for Standard 1					
Comments:					
Recommended actions for improvement: Resources needed to complete these actions:	Evidence or documentation to support rating:				
	<input type="checkbox"/> Staff development documentation <input type="checkbox"/> Newsletters <input type="checkbox"/> Conference documentation <input type="checkbox"/> Websites <input type="checkbox"/> School improvement and/or other leadership team documents <input type="checkbox"/> PLC and/or PLN documentation <input type="checkbox"/> Email <input type="checkbox"/> Informal communication with staff <input type="checkbox"/> Collaboration forms <input type="checkbox"/> Articles and presentation documentation <input type="checkbox"/> Professional Organization Activities <input type="checkbox"/> North Carolina School Library/Media Rubrics and Research				

Standard 2: School library media coordinators build a learning environment that meets the instructional needs of a diverse population of students.		Not Demonstrated	Developing	Proficient	Accomplished	Distinguished
Element a. School library media coordinators establish a learning environment that facilitates access to resources and addresses the learning needs of all members of the school community.						
Element b. School library media coordinators provide appropriate resources, services, and instruction for learners at all stages of development.						
Overall Rating for Standard 2						
Comments:	Evidence or documentation to support rating:					
Recommended actions for improvement:	<input type="checkbox"/> Student-created content <input type="checkbox"/> Usage data <input type="checkbox"/> Assessment data <input type="checkbox"/> Collection Management Plan <input type="checkbox"/> Professional development plans <input type="checkbox"/> Documentation of Professional/Electronic Learning Community Activities <input type="checkbox"/> Reflective journaling <input type="checkbox"/> Blogs <input type="checkbox"/> Articles Written by School Library Media Coordinator <input type="checkbox"/> Listservs <input type="checkbox"/> Newsletters					
Resources needed to complete these actions:						

Standard 3: School library media coordinators implement a comprehensive 21st Century library media program.		Not Demonstrated	Developing	Proficient	Accomplished	Distinguished
Element a. School library media coordinators develop a library collection that supports 21 st Century teaching and learning.						
Element b. School library media coordinators serve, promote and facilitate inquiry-based instruction and the effective use of information and technology.						
Overall Rating for Standard 3						
<p>Comments:</p> <p>Recommended actions for improvement:</p> <p>Resources needed to complete these actions:</p>		<p>Evidence or documentation to support rating:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Collection Management Plan <input type="checkbox"/> Library Media Center Schedule <input type="checkbox"/> Library Media Center Sign-Up Sheets <input type="checkbox"/> Collaboration Forms <input type="checkbox"/> Lesson Plans <input type="checkbox"/> Research <input type="checkbox"/> Documentation of Work with School Staff, Parents, and Other members of the School Community <input type="checkbox"/> Output Measures <input type="checkbox"/> Data Walls 				

Standard 4: School library media coordinators demonstrate knowledge of learners and learning and promote effective instructional practices.		Not Demonstrated	Developing	Proficient	Accomplished	Distinguished
Element a. School library media coordinators use effective pedagogy to infuse content-area curricula with 21 st Century skills.						
Element b. School library media coordinators know the content appropriate to their teaching specialty.						
Element c. School library media coordinators promote reading as a foundational skill for learning.						
Overall Rating for Standard 4						
<p>Comments:</p> <p>Recommended actions for improvement:</p> <p>Resources needed to complete these actions:</p>	<p>Evidence or documentation to support rating:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Documents written for a listserv <input type="checkbox"/> Book Fairs <input type="checkbox"/> Collection Management Plan <input type="checkbox"/> Records of students who have public library cards <input type="checkbox"/> Participation in Battle of the Books <input type="checkbox"/> Summer reading programs <input type="checkbox"/> Student and teacher feedback about the school’s collection <input type="checkbox"/> Community partnership activities <input type="checkbox"/> Student reading records <input type="checkbox"/> Family Reading Night <input type="checkbox"/> Adult literacy courses <input type="checkbox"/> Reading Across the Community Programs <input type="checkbox"/> Book Clubs 					

Standard 5: School library media coordinators reflect on their practice.			Not Demonstrated	Developing	Proficient	Accomplished	Distinguished
Element a. School library media coordinators analyze student learning.							
Element b. School library media coordinators link professional growth to their professional goals.							
Element c. School library media coordinators function effectively in a complex, dynamic environment.							
Overall Rating for Standard 5							
<p>Comments:</p> <p>Recommended actions for improvement:</p> <p>Resources needed to complete these actions:</p>	<p>Evidence or documentation to support rating:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Self Assessment <input type="checkbox"/> Documentation of continuing education <input type="checkbox"/> Feedback from supervisor, students, parents, community members, colleagues <input type="checkbox"/> Professional Growth Plan <input type="checkbox"/> Student outcomes data <input type="checkbox"/> Logs <input type="checkbox"/> Action research documentation <input type="checkbox"/> Memberships in professional organizations <input type="checkbox"/> Formative and summative assessments <input type="checkbox"/> Student and school needs assessments 						

 School Library Media Coordinator Signature

 Date

 Principal/Evaluator Signature

 Date

Note: The school library media coordinator's signature on this form neither represents acceptance nor approval of the report. It does, however, indicate that the school library media coordinator has reviewed the report with the evaluator and may reply in writing. The signature of the principal or evaluator verifies that the report has been reviewed and that the proper process has been followed according to the North Carolina State Board of Education Policy for the School Library Media Coordinator Evaluation Process.