

LIBRARIAN GROWTH RUBRIC
Evidence Collection Sheet

NOTE: Enter the ratings for each standard into the spreadsheet located in your district's SharePoint folder. See Librarian Growth Rubric for detail explanation of ratings.

LEGEND

1 = Rarely effective
2 = Attempts effective practice, but limited or inconsistent results
3 = Effective practice; demonstrates a skilled level of performance
4 = Advanced library practices; sustainable systems implemented

Librarian Name **Grade Levels** **Time of Day**

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Date of Pre-Observation Meeting **Date of Observation** **Date of Post-Observation Meeting**

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District & School **Observer Name or Signature**

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Informal Observation **Formal Observation** **Summative Observation**

1 2 3 4 5
 1 2 3
 1

Evaluation Type

Individual instruction
 Small group
 Whole group
 Collaboration
 Library management
 Teacher training

Standard	Collection of Evidence (Description)	Rating (1-4)
DOMAIN I: PLANNING		
1. Consults with teachers and administrators to create long-range and short-range plans for the library in support of the school's instructional program.		
2. Develops and implements library policies and procedures for effective library use.		

Standard	Collection of Evidence (Description)	Rating (1-4)
3. Plans for and provides necessary resources, technology, and instructional services that align with MS library standards and curriculum goals.		
4. Plans instruction that meets the diversity of students' backgrounds, cultures, skills, learning levels, language proficiencies, interests, and special needs.		
5. Develops and monitors a budget for the library in support of the school's instructional program in consultation with school/district administration.		
DOMAIN II: MANAGEMENT		
6. Provides a balanced, comprehensive, and up-to-date collection of print and non-print materials to support the school's instructional program within district resources.		
7. Classifies, catalogues, and organizes materials according to a standard classification system for easy accessibility.		
8. Maintains accurate library records and statistics on the use of materials.		
9. Accounts for materials through a yearly inventory and discards inappropriate, worn-out, or outdated items.		
DOMAIN III: COLLABORATION AND SERVICES		
10. Encourages reading of various forms of literature by maintaining an awareness of students' reading interests and providing guidance in the selection of appropriate materials.		
11. Maintains effective communication with staff and students informing them of new acquisitions and library services.		

Standard	Collection of Evidence (Description)	Rating (1-4)
12. Determines instructional needs within the library program by consulting with library advocacy committee.		
13. Collaboratively teaches information and digital literacy as an integral part of the curriculum.		
14. Provides training to students and teachers in the use of resources, technology, and equipment.		
15. Assists students and teachers in locating information and resources for research.		
DOMAIN IV: LIBRARY ENVIRONMENT AND FACILITIES		
16. Organizes the library for optimal use by students and faculty.		
17. Demonstrates high expectations for all students and maintains positive library environment which produces learning opportunities for all students and staff.		
DOMAIN V: PROFESSIONAL RESPONSIBILITIES		
18. Participates in appropriate professional learning opportunities and/or belongs to professional library organizations. Applies professional learning to benefit students and teachers.		
19. Communicates effectively with teaches, students, and family about the library program and available resources. Advocates for the library program in the school and community.		
20. Promotes the Library Bill of Rights and Intellectual Freedom.		

POST CONFERENCE TOPICS

Specific budget requests

Goals and objectives

Needs assessments

STRENGTHS

AREAS OF IMPROVEMENT