BILLINGS PUBLIC SCHOOLS

Evaluation Form

LIBR	ARI/	AN		SCHOOL		
		ERENCE DATE		<u> </u>		
		Evaluation te one):	☐ SATIS	SFACTORY	☐ UNSA?	TISFACTORY
I. PE	ERFO	PRMANCE RESPO	ONSIBILITIES			SELECT SATISFACTORY OR UNSATISFACTORY
	A.	Technology				
	B.	Administrative				
	C.	Collection Develop	ment and Maintenance	;		
	D.	Curriculum Develo	pment			
	E.	Instruction				
	F.	Professional				
II. II	NTER	RPERSONAL/PRO	OFESSIONAL RESP	PONSIBILITIES		
	A.	Communicating wi	th Families			
	B.	Maintaining Accura	ate Records			
	C.	Contributing to the	School and the Distric	t		
	D.	Showing Profession	nalism			
III. S	UMM	MARY:				
The fol	llowin	g signatures indicate th	e data has been read and	discussed.		
Librar	ian's	Signature	Date	Administr	ator's Signature	Date
Copy:		arian iinistrator her Personnel File				

The librarian has the option of presenting a written rebuttal to the administrator within twenty working (20) days.

I. Performance Responsibilities

A. Technology	Select: Satisfactory, Growth Needed, Unsatisfactory, or Not Observed
 Uses e-mail, creates word processing documents, and develops multi-media presentations 	
 Uses and is able to teach all research databases provided by the district as well as other on-line catalogue/resources 	
 Knows and understands how to use technology involved with the library automation system 	
 Understands basic cabling connections, e-mail and internet communication strategies, and assist with log-on and input needs related to the school-site server 	
Strengths: Recommendations for Improvement and/or Professional Development:	

Select: Satisfactory, Growth Needed, **B.** Administrative Unsatisfactory, or Not Observed Develops short and long range goals that guide the development of the school library media center Promotes a positive relationship with students, staff, and the school community Develops and implements policies and procedures for the operation of the school library media center Prepares and administers budgets to reflect the needs of the entire school community Evaluates the school library media center's programs, services, facilities, and materials to ensure optimum use Selects, trains, and supervises school library support staff Submits statistical reports that support the school library media center's goals and program Develops and promotes library programs for students, faculty, parents, school committees, and the community. Plans the school library media program; makes services and resources known to all patrons, parents, and the public Oversees and maintains the school's library automation system; migrates to more current technologies as required Promotes reading library use through displays, publications, and special events Networks with other libraries and shares resources Maintains an attractive and inviting atmosphere Processes new materials-books, periodicals, and non-print materials for circulations; enters bibliographic data into catalog Provides guidance in selection, location, utilization, and evaluation of materials Serves as an advocate and resource regarding copyright laws

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Strengths:	
Recommendations for Improvement and/or Professional Development:	
Recommendations for Improvement and/or Trolessional Development.	
	Select: Satisfactory,
C. Collection Development and Maintenance	Growth Needed,
	Unsatisfactory, or Not Observed
Selects and evaluates library materials and technologies that support the school's	
curriculum and educational philosophy	
• Classifies, catalogs, processes, and organizes the collection for optimum circulation	
 Maintains the school library media center's collection to be a functional, attractive, and orderly environment that encourages maximum use by all patrons 	
Maintains a current inventory of holdings	
Maintains a current, curriculum-relevant collection reflecting the Board approved	
Collection Management Policy for Libraries	
 Withdraws obsolete and/or damaged resources in accordance with district weeding guidelines 	
Develops a balanced collection with diverse and global points of view	
Collaborates with staff in preparing bibliographies, reading lists and curriculum	
support materials for students and staff	
Strengths:	
Recommendations for Improvement and/or Professional Development:	
	0.1
D. Curriculum Development	Select: Satisfactory, Growth Needed,
D. Curriculum Development	Unsatisfactory, or Not
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 Understands and is knowledgeable concerning the entire school curriculum in order to develop a library collection that reflects the school's curriculum 	
Provides appropriate information regarding resources for developing the school's	
curriculum	
Serves on committees involved with designing learning activities for students,	
curriculum revision, and/or textbook adoption as needed	
 Consults with teachers, staff, students, and the community; seeks the input of others regarding the selection of print and non-print materials 	
Publicizes and disseminates information pertaining to new acquisitions	
Provides equity of access to all school library resources and information	

Strengths:

Provides access to materials in a variety of formats

E.]	Instruction	Select: Satisfactory, Growth Needed, Unsatisfactory, or No Observed
•	• Teaches library usage, information literacy, problem solving, and critical thinking skills to students, staff and administrators	
•	 Supports various learning styles, learning rates, and teaching strategies Provides group and individual instruction including the grading and recording of 	
	student performance as needed. Advocates and promotes reading and lifelong learning skills	
•	Promotes Intellectual Freedom and the Library Bill of Rights	
•	center	
	Incorporates information literacy into day-to-day instruction; promotes information literacy to all staff and students	
•	• Teaches and/or plans cooperatively with teachers: research, critical thinking, and problem-solving skills; children and young-adult literature appreciation skills; and media production skills	
•	Provides an atmosphere that encourages use of the school library media center	
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	 Presents the lesson or instruction activity using concepts and language understandable to students 	
•	Assigns tasks appropriate to student level	
•	 Conducts lessons or instructional activities at an appropriate pace 	
	 Develops an instructional plan based upon school, district, and Board adopted curricular goals 	

F.	Professional	Select: Satisfactory, Growth Needed, Unsatisfactory, or Not Observed
	 Demonstrates professional integrity through ethical behavior 	
	• Participates in various professional organizations and activities that relates to library media and technology	
	 Communicates with public and academic libraries 	
	 Provides in-service training and support to faculty and staff 	
	 Plans and/or participates in special projects and proposals for the total school efforts Adheres to established laws, policies, rules, and regulations 	
	 Utilizes current research and methods in the areas of technology, teaching, learning, library and information science, etc. 	
	 Keeps abreast of the "latest and best" in school library media via professional development workshops, training sessions, conferences, networking, and professional journals 	
	• Ensures that private interests do not take precedence over the interests of library users, colleagues, or other library institutions	
	 Distinguishes between personal convictions and professional duties and does not allow personal beliefs to interfere with fair representation of the aims of the school libraries or the provision of access to school library information resources 	
Stren Recor	nmendations for Improvement and/or Professional Development:	
Recor	nmendations for Improvement and/or Professional Development:	
Recor	nmendations for Improvement and/or Professional Development:	Select: Satisfactory, Growth Needed, Unsatisfactory, or Not Observed
Recor	nmendations for Improvement and/or Professional Development: Interpersonal/Professional Responsibilities	Growth Needed, Unsatisfactory, or Not
Recor	Interpersonal/Professional Responsibilities Communicating with Families Participates in school's activities and processes for parent communication Provides information to parents about the instructional, behavioral, and attendance program and the student's progress on a regular basis	Growth Needed, Unsatisfactory, or Not
Recor	Interpersonal/Professional Responsibilities Communicating with Families Participates in school's activities and processes for parent communication Provides information to parents about the instructional, behavioral, and attendance program and the student's progress on a regular basis Responds to parent concerns in a professional manner	Growth Needed, Unsatisfactory, or Not

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 B. Maintaining Accurate Records Librarian's system for maintaining information on student completion of 	Select: Satisfactory, Growth Needed, Unsatisfactory, or Not Observed
assignments, student progress, behavior, and attendance is effective	
Strengths: Recommendations for Improvement and/or Professional Development:	
C. Contributing to the School and the District	Select: Satisfactory, Growth Needed, Unsatisfactory, or Not Observed
Maintains professional working relationships with staff including supervisor	Observed
Cooperates with colleagues to fulfill school required duties	
Participates in school events when assigned (e.g. Open House)	
 Actively and constructively participates in and makes a contribution to school or 	
district projects Strengths:	
Recommendations for Improvement and/or Professional Development:	
D. Shows Professionalism	Select: Satisfactory, Growth Needed, Unsatisfactory, or Not Observed
 Shows respect for students, parents, peers and administration by being punctual and prepared for class, work and meetings 	
 Shows respect for students, peers, parents and administration through his/her words and actions 	
 Participates in activities that will enhance his/her professional skills 	
 Addresses and/or reports student language, bullying, harassing, hostile, prejudicial or belittling statements and/or behaviors 	
Follows the policies, regulations, and procedures of the school district	
Strengths:	

January 2005 Recommendations for Improvement and/or Professional Development: