

# BILLINGS PUBLIC SCHOOLS

Evaluation Form

LIBRARIAN \_\_\_\_\_ SCHOOL \_\_\_\_\_

PRE-CONFERENCE DATE \_\_\_\_\_ OBSERVATION DATE(S) \_\_\_\_\_

Overall Evaluation  
(indicate one):

SATISFACTORY

UNSATISFACTORY

## ***I. PERFORMANCE RESPONSIBILITIES***

SELECT  
SATISFACTORY OR  
UNSATISFACTORY

- A. Technology
- B. Administrative
- C. Collection Development and Maintenance
- D. Curriculum Development
- E. Instruction
- F. Professional


## ***II. INTERPERSONAL/PROFESSIONAL RESPONSIBILITIES***

- A. Communicating with Families
- B. Maintaining Accurate Records
- C. Contributing to the School and the District
- D. Showing Professionalism


## ***III. SUMMARY:***

The following signatures indicate the data has been read and discussed.

\_\_\_\_\_  
**Librarian's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Administrator's Signature**

\_\_\_\_\_  
**Date**

Copy: Librarian  
Administrator  
Teacher Personnel File

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

## I. Performance Responsibilities

<b>A. Technology</b>	<b>Select: Satisfactory, Growth Needed, Unsatisfactory, or Not Observed</b>
<ul style="list-style-type: none"> <li>• Uses e-mail, creates word processing documents, and develops multi-media presentations</li> </ul>	
<ul style="list-style-type: none"> <li>• Uses and is able to teach all research databases provided by the district as well as other on-line catalogue/resources</li> </ul>	
<ul style="list-style-type: none"> <li>• Knows and understands how to use technology involved with the library automation system</li> </ul>	
<ul style="list-style-type: none"> <li>• Understands basic cabling connections, e-mail and internet communication strategies, and assist with log-on and input needs related to the school-site server</li> </ul>	
<b>Strengths:</b>	
<b>Recommendations for Improvement and/or Professional Development:</b>	

<b>B. Administrative</b>	<b>Select: Satisfactory, Growth Needed, Unsatisfactory, or Not Observed</b>
<ul style="list-style-type: none"> <li>• Develops short and long range goals that guide the development of the school library media center</li> </ul>	
<ul style="list-style-type: none"> <li>• Promotes a positive relationship with students, staff, and the school community</li> </ul>	
<ul style="list-style-type: none"> <li>• Develops and implements policies and procedures for the operation of the school library media center</li> </ul>	
<ul style="list-style-type: none"> <li>• Prepares and administers budgets to reflect the needs of the entire school community</li> </ul>	
<ul style="list-style-type: none"> <li>• Evaluates the school library media center's programs, services, facilities, and materials to ensure optimum use</li> </ul>	
<ul style="list-style-type: none"> <li>• Selects, trains, and supervises school library support staff</li> </ul>	
<ul style="list-style-type: none"> <li>• Submits statistical reports that support the school library media center's goals and program</li> </ul>	
<ul style="list-style-type: none"> <li>• 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</li> </ul>	
<ul style="list-style-type: none"> <li>• Oversees and maintains the school's library automation system; migrates to more current technologies as required</li> </ul>	
<ul style="list-style-type: none"> <li>• Promotes reading library use through displays, publications, and special events</li> </ul>	
<ul style="list-style-type: none"> <li>• Networks with other libraries and shares resources</li> </ul>	
<ul style="list-style-type: none"> <li>• Maintains an attractive and inviting atmosphere</li> </ul>	
<ul style="list-style-type: none"> <li>• Processes new materials—books, periodicals, and non-print materials for circulations; enters bibliographic data into catalog</li> </ul>	
<ul style="list-style-type: none"> <li>• Provides guidance in selection, location, utilization, and evaluation of materials</li> </ul>	
<ul style="list-style-type: none"> <li>• Serves as an advocate and resource regarding copyright laws</li> </ul>	

**Strengths:**

**Recommendations for Improvement and/or Professional Development:**

**C. Collection Development and Maintenance**

- 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

**Select: Satisfactory, Growth Needed, Unsatisfactory, or Not Observed**


**Strengths:**

**Recommendations for Improvement and/or Professional Development:**

**D. Curriculum Development**

- 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

**Select: Satisfactory, Growth Needed, Unsatisfactory, or Not Observed**


- Provides access to materials in a variety of formats

**Strengths:**

**Recommendations for Improvement and/or Professional Development:**

**E. Instruction**

- 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
- Provides orientations for new students and staff
- Promotes Intellectual Freedom and the Library Bill of Rights
- Protects each user’s right to privacy and confidentiality in the school library media 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
- Plans and designs instructional materials and activities
- Manages student behavior in a constructive manner
- 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

Select: Satisfactory,  
Growth Needed,  
Unsatisfactory, or Not  
Observed

**Strengths:**

**Recommendations for Improvement and/or Professional Development:**

<b>F. Professional</b>	<b>Select: Satisfactory, Growth Needed, Unsatisfactory, or Not Observed</b>									
<ul style="list-style-type: none"> <li>• Demonstrates professional integrity through ethical behavior</li> <li>• Participates in various professional organizations and activities that relates to library media and technology</li> <li>• Communicates with public and academic libraries</li> <li>• Provides in-service training and support to faculty and staff</li> <li>• Plans and/or participates in special projects and proposals for the total school efforts</li> <li>• Adheres to established laws, policies, rules, and regulations</li> <li>• Utilizes current research and methods in the areas of technology, teaching, learning, library and information science, etc.</li> <li>• Keeps abreast of the “latest and best” in school library media via professional development workshops, training sessions, conferences, networking, and professional journals</li> <li>• Ensures that private interests do not take precedence over the interests of library users, colleagues, or other library institutions</li> <li>• 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</li> </ul>	<table border="1" style="width: 100%; height: 100%; border-collapse: collapse;"> <tr><td style="height: 20px;"> </td></tr> <tr><td style="height: 20px;"> </td></tr> <tr><td style="height: 20px;"> </td></tr> <tr><td style="height: 20px;"> </td></tr> <tr><td style="height: 20px;"> </td></tr> <tr><td style="height: 20px;"> </td></tr> <tr><td style="height: 20px;"> </td></tr> <tr><td style="height: 20px;"> </td></tr> <tr><td style="height: 20px;"> </td></tr> </table>									
<p><b>Strengths:</b></p>   <p><b>Recommendations for Improvement and/or Professional Development:</b></p>										

**II. Interpersonal/Professional Responsibilities**

<b>A. Communicating with Families</b>	<b>Select: Satisfactory, Growth Needed, Unsatisfactory, or Not Observed</b>			
<ul style="list-style-type: none"> <li>• Participates in school’s activities and processes for parent communication</li> <li>• Provides information to parents about the instructional, behavioral, and attendance program and the student’s progress on a regular basis</li> <li>• Responds to parent concerns in a professional manner</li> </ul>	<table border="1" style="width: 100%; height: 100%; border-collapse: collapse;"> <tr><td style="height: 20px;"> </td></tr> <tr><td style="height: 20px;"> </td></tr> <tr><td style="height: 20px;"> </td></tr> </table>			
<p><b>Strengths:</b></p>   <p><b>Recommendations for Improvement and/or Professional Development:</b></p>				

<p><b>B. Maintaining Accurate Records</b></p> <ul style="list-style-type: none"> <li>• Librarian’s system for maintaining information on student completion of assignments, student progress, behavior, and attendance is effective</li> </ul>	<p style="text-align: center;"><b>Select: Satisfactory, Growth Needed, Unsatisfactory, or Not Observed</b></p>
<p><b>Strengths:</b></p>	
<p><b>Recommendations for Improvement and/or Professional Development:</b></p>	

<p><b>C. Contributing to the School and the District</b></p> <ul style="list-style-type: none"> <li>• Maintains professional working relationships with staff including supervisor</li> <li>• Cooperates with colleagues to fulfill school required duties</li> <li>• Participates in school events when assigned (e.g. Open House)</li> <li>• Actively and constructively participates in and makes a contribution to school or district projects</li> </ul>	<p style="text-align: center;"><b>Select: Satisfactory, Growth Needed, Unsatisfactory, or Not Observed</b></p>
<p><b>Strengths:</b></p>	
<p><b>Recommendations for Improvement and/or Professional Development:</b></p>	

<p><b>D. Shows Professionalism</b></p> <ul style="list-style-type: none"> <li>• Shows respect for students, parents, peers and administration by being punctual and prepared for class, work and meetings</li> <li>• Shows respect for students, peers, parents and administration through his/her words and actions</li> <li>• Participates in activities that will enhance his/her professional skills</li> <li>• Addresses and/or reports student language, bullying, harassing, hostile, prejudicial or belittling statements and/or behaviors</li> <li>• Follows the policies, regulations, and procedures of the school district</li> </ul>	<p style="text-align: center;"><b>Select: Satisfactory, Growth Needed, Unsatisfactory, or Not Observed</b></p>
<p><b>Strengths:</b></p>	

**Recommendations for Improvement and/or Professional Development:**