

**Components of Professional Practice for Media Specialist  
from Charlotte Danielson's  
*Enhancing Professional Practice: A Framework for Teaching***

**Library Domain 1: Instructional Partner**

COMPONENT	Level of Performance			
	<i>Unsatisfactory</i>			<i>Proficient</i>
<b>1a. Collaboration:</b> Incorporating information literacy skills into the curriculum. Information literacy is the ability to find and use information	Media Specialist Librarian does not plan with classroom teachers.	Media Specialist Librarian intermittently plans instructional units with classroom teachers.	Media Specialist Librarian regularly interacts with classroom teachers to plan instructional activities.	Media Specialist Librarian initiates collaboration with classroom teachers to plan instructional activities. Media Specialist Librarian provides a wide range of ideas that support teachers in providing effective instructional units.
<b>1b. Collaboration with Individual Teachers: Planning Process</b>	Media Specialist Librarian does not identify resources appropriate to a variety of student learning styles.	Media Specialist Librarian identifies a limited range of resources appropriate to a variety of student learning styles.	Media Specialist Librarian selects appropriate resources that address a variety of learning styles and multiple formats.	Media Specialist Librarian addresses varied learning styles. Resources exhibit depth and richness in selection and go beyond school resources when appropriate.
<b>1c. Collaboration with Individual Teachers: Identifying Resources</b>	Media Specialist Librarian does not design appropriate learning activities.	Media Specialist Librarian uses limited but appropriate learning activities.	Media Specialist Librarian incorporates an appropriate variety of media and teaching strategies into instructional activities	Media Specialist Librarian addresses instructional objectives by incorporating challenging and enriching media and learning activities.
<b>1d. Collaboration with Individual Teachers: Creating Learning Activities</b>	Media Specialist Librarian does not design appropriate learning activities.	Media Specialist Librarian uses limited but appropriate learning activities.	Media Specialist Librarian incorporates an appropriate variety of media and teaching strategies into instructional activities	Media Specialist Librarian addresses instructional objectives by incorporating challenging and enriching media and learning activities.
<b>1e. Student Learning Environment: Creating an Environment of Respect and Rapport</b>	Media Specialist Librarian's interactions with students are negative or inappropriate.	Media Specialist Librarian's interactions are generally appropriate but may reflect occasional lack of respect for students' individually.	Media Specialist Librarian demonstrates encouragement and respect for students' individuality	Media Specialist Librarian's interactions are encouraging and demonstrate general caring and respect for students as individuals. Such interactions are appropriate to developmental norms.
<b>1f. Student Learning Environment: Instructional Procedures</b>	Materials and transitions are handled inefficiently, resulting in loss of instructional time.	Routines for handling materials, supplies and transitions function moderately well, resulting in occasional loss of instructional time.	Routines for handling materials and supplies and transitions occur smoothly with little loss of instructional time.	Routines for handling materials and supplies and transitions are seamless. Media Specialist Librarian involves students in assuming some responsibility for efficient operation.
<b>1g. Student Learning Environment: Student Behavior</b>	Media Specialist Librarian is unaware of student behavior; does not respond to misbehavior, or is inconsistent or overly repressive.	Media Specialist Librarian is generally aware of student behavior but may be inconsistent or may overlook the activities of some students.	Media Specialist Librarian is alert to student behavior and response to misbehavior is appropriate and consistent. Media Specialist Librarian and staff respect students' dignity and individuality.	Monitoring by Media Specialist Librarian is subtle and preventative. Students demonstrate awareness of appropriate behavior.
<b>1h. Instructional Planning: Knowledge of library skills content and related pedagogy</b>	Media Specialist Librarian makes content errors and displays little understanding of pedagogical issues.	Media Specialist Librarian displays some knowledge of content and pedagogical practices but does not anticipate student misconceptions.	Media Specialist Librarian displays solid knowledge of content and pedagogical practices that reflect current research. Media Specialist Librarian anticipates student misconceptions.	Media Specialist Librarian displays extensive knowledge of content and current pedagogical practices and continues to pursue such knowledge. Media Specialist Librarian plans to avoid or dispel student misconceptions.
<b>1i. Instructional Planning: Lesson Structure</b>	The lesson or unit has no clearly defined structure and time allocations are unrealistic.	The lesson or unit has a recognizable structure, and time allocations are generally reasonable.	The lesson or unit has a clearly defined structure, and time allocations are reasonable and well defined.	The lesson or unit's structure is clear and allows for different pathways according to student needs. Time allocations are structured and reasonable.
<b>1j. Instruction: Communicating directions and procedures to students</b>	Media Specialist Librarian's directions and procedures are confusing to students. Spoken language is inaudible or written language is illegible. Grammar and syntax errors may occur.	Media Specialist Librarian's directions and procedures need occasional clarification or contain an inappropriate level of detail. Vocabulary is correct but limited.	Media Specialist Librarian's directions and procedures are clear to students and contain appropriate level of detail. Vocabulary is appropriate to students' age and interest.	Media Specialist Librarian's directions and procedures are clear to students and anticipate possible student misunderstanding. Well-chosen vocabulary enriches the lesson.
<b>1k. Instruction: Reflection</b>	Media Specialist Librarian does not recognize whether a lesson is effective or has achieved its goals; may profoundly misjudge the success of a lesson.	Media Specialist Librarian has a generally accurate impression of a lesson's effectiveness and the extent to which instructional goals were met.	Media Specialist Librarian accurately assesses a lesson's effectiveness and the extent to which instructional goals have been met and can cite general references to support that judgment.	Media Specialist Librarian makes a thoughtful and accurate assessment of a lesson's effectiveness and the extent to which instructional goals have been met, citing specific examples from the lesson and weighing the relative strength of each.
<b>1l. Programming* Library related programs (*may not apply to all schools)</b>	Media Specialist Librarian does not participate in extracurricular programs to encourage reading.	Media Specialist Librarian participates in extracurricular programming when asked to do so.	Media Specialist Librarian actively cooperates with teachers and staff to plan and develop programs to encourage and promote reading.	Media Specialist Librarian is an enthusiastic leader who regularly plans and initiates library and school-wide programs to promote reading and who seeks new methods of <b>engaging</b> students.
<b>1m. Programming* Supplemental reading programs (Accelerated Reader, Reading Renaissance, Scholastic Reading Counts, others (*may not apply to all schools)</b>	Media Specialist Librarian does not learn about reading program requirements and does not participate except to check books out to students.	Media Specialist Librarian supports reading program through mandated purchases for the library and maintenance of appropriate labels.	Media Specialist Librarian is knowledgeable about reading program requirements and provides support in the form of appropriate book purchases, book selection for students, and maintenance of appropriate labels.	Media Specialist Librarian actively supports supplemental reading programs and plays a role in the selection of books, quizzes, and promotional activities. Media Specialist Librarian supports book selection for students and encourages selection at appropriate reading and interest levels.

<b>1n. Programming* Book Fairs</b> (*may not apply to all schools)	Media Specialist Librarian may schedule book fair without regard to other activities, does not plan adequately for a successful fair, and is not financially responsible.	Media Specialist Librarian schedules class attendance at book fair, informs students about book fair; planning is uneven and may not take all needs into consideration.	Media Specialist Librarian schedule book fair, plans for and secures adequate volunteer help, promotes the book fair, and uses financially responsible accounting practices.	Media Specialist Librarian actively uses the book fair to support other reading programs or activities, plans carefully, promotes the fair, and uses financially responsible accounting practices.
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### Domain 2: Library Administrator

COMPONENT	Level of Performance			
	<i>Unsatisfactory</i> ←			→ <i>Proficient</i>
<b>2a. Management: Responsibility for facility</b>	Media Specialist Librarian does not schedule library use. Library is either underused or chaotic.	Media Specialist Librarian does limited scheduling, or scheduling is poorly planned and library space is not efficiently used.	Media Specialist Librarian is flexible in scheduling. Media Specialist Librarian encourages use and tries to be aware of future library use needs and to plan accordingly.	Media Specialist Librarian efficiently schedules the use of the library during school operating hours, encouraging and maximizing the use of the area.
<b>2b. Management: Responsibility for collection development within budget parameters</b>	Media Specialist Librarian has no knowledge of steps used in material selection. Items are randomly selected and may not be appropriate or reflect curriculum needs.	Media Specialist Librarian has limited knowledge of steps used to select appropriate materials and make minimal use of book reviews, book awards, and recommended reading lists.	Media Specialist Librarian makes knowledgeable selections of materials for the collection that support curriculum and student interests. Media Specialist Librarian previews materials when appropriate and uses reviews and selection guides.	Media Specialist Librarian collaborates with teachers, students, and parents in order to maximize the overall value of the collection. Library collection development supports State standards, curriculum, teacher needs and student interests.
<b>2c. Management: Responsibility for collection maintenance within budget parameters</b>	Media Specialist Librarian does not responsibly maintain the collection. Books may not be repaired, weeded, or kept in good order.	Media Specialist Librarian has some knowledge of collection assessment. Media Specialist Librarian has limited awareness of items in need of repair or weeding.	Media Specialist Librarian assesses collection to determine frequency of use of materials; weeds and repairs materials as necessary. Uses assessment to set priorities for future purchases.	Media Specialist Librarian assesses collection regularly to maximize the use of the materials. Media Specialist Librarian weeds outdated materials, keeps books in order, repairs materials as necessary, and considers needs for future purchases.
<b>2d. Management: Library Procedures</b>	Media Specialist Librarian does not have any consistent procedures in place. Media Specialist Librarian may be unaware of District policies or may not follow guidelines.	Media Specialist Librarian has limited local procedures in place, although they may not be consistent. District policies are generally followed. Communication of policies with students and staff is minimal.	Media Specialist Librarian creates and implements consistent library procedures that enhance library use. Students and staff are aware of policies.	Media Specialist Librarian creates and implements library procedures that positively impacts library use and daily operations, follows District policies, and communicates regularly with students and staff.
<b>2e. Supervision of Classified Staff: Supervising and delegating responsibility</b>	Media Specialist Librarian is unaware of staff performance and the degree to which staff completes jobs assigned.	Media Specialist Librarian has limited awareness of staff performance and has difficulty delegating tasks.	Media Specialist Librarian makes good use of assistants. Media Specialist Librarian delegates tasks to staff and supervises staff to assure that tasks are completed accurately.	Media Specialist Librarian maximizes the use of staff. Media Specialist Librarian recognizes assistants' areas of strength and works to create a positive working environment.
<b>2f. Knowledge of Technical Skills: Cataloging and Processing</b>	Media Specialist Librarian has little knowledge of cataloging standards and processing. Media Specialist Librarian is unfamiliar with new technology used for cataloging.	Media Specialist Librarian has limited knowledge of cataloging and MARC standards. Materials are processed inefficiently or are not processed in a timely manner.	Media Specialist Librarian has a working knowledge of cataloging standards and MARC records. Materials are processed accurately in ways that create ease in record keeping and material management.	Media Specialist Librarian has a mastery of cataloging standards and MARC records. Media Specialist Librarian has superior use of current cataloging technology. Materials are efficiently cataloged and processed to maximize searchability.
<b>2g. Knowledge of Technical Skills: Library Automation System</b>	Media Specialist Librarian has little knowledge of automation software. Media Specialist Librarian is unable to perform basic tasks.	Media Specialist Librarian has limited knowledge of automation software and can perform tasks at basic levels.	Media Specialist Librarian has a working knowledge of automation software and can perform tasks at higher levels as required.	Media Specialist Librarian has a wide knowledge of automation software and can perform high-level functions with ease. Media Specialist Librarian is able to share knowledge with others formally or informally, through email, school mail, library meetings, or in-service training.

### Domain 3: Informational Specialist

COMPONENT	Level of Performance			
	<i>Unsatisfactory</i> ←			→ <i>Proficient</i>
<b>3a. Assistance to Students: Guiding students in information literacy</b>	Media Specialist Librarian does not provide assistance to students in accessing, evaluating and using information.	Media Specialist Librarian provides limited assistance to students in accessing, evaluating and using information.	Media Specialist Librarian regularly assists students in accessing, evaluating and using information.	Media Specialist Librarian helps students to access, evaluate and use information effectively for excellence in information seeking.
<b>3b. Assistance to Students: Supporting independent learning</b>	Media Specialist Librarian does not provide assistance to students in pursuing information related to personal interests or choosing books for independent reading.	Media Specialist Librarian provides limited assistance to students in pursuing information related to personal interests or choosing books for independent reading.	Media Specialist Librarian assists students in pursuing information related to personal interests, appreciating literature, and striving for excellence in information seeking.	Media Specialist Librarian helps students to pursue information related to a broad range of personal interests, appreciate literature, and strive for excellence in information seeking.
<b>3c. Assistance to Teachers: Promoting information resources</b>	Media Specialist Librarian does not suggest appropriate resources and research formats to meet instructional objectives.	Media Specialist Librarian suggests a limited range of appropriate resources and research formats to meet instructional objectives.	Media Specialist Librarian encourages the use of a broad range of appropriate resources and research formats to meet instructional objectives.	Media Specialist Librarian promotes the use of a broad range of appropriate resources and research formats to meet instructional objectives.
<b>3d. Assistance to Teachers: Facilitating the use of technology for research and reading</b>	Media Specialist Librarian does not evaluate, select, or manage technologies or instruct teachers on their use.	Media Specialist Librarian sometimes evaluates, selects, and manages technologies and instructs teachers on their use.	Media Specialist Librarian evaluates, selects, and manages technologies and instructs teachers on their use.	Media Specialist Librarian demonstrates knowledge of a full range of technologies and works with teachers to advocate their incorporation into planning.

**Domain 4: Professional Responsibilities**

COMPONENT	Level of Performance			
	<i>Unsatisfactory</i> ←			→ <i>Proficient</i>
<b>4a.</b> <b>Contributions to School, District &amp; Community:</b> Relationships with colleagues	Media Specialist Librarian's relationships with colleagues are negative or self-serving.	Media Specialist Librarian maintains cordial relationships with colleagues to fulfill the duties that the school or district requires.	Support and cooperation characterize Media Specialist Librarian's relationships with colleagues.	Media Specialist Librarian supports and cooperates with colleagues and takes initiative in assuming leadership among the faculty.
<b>4b.</b> <b>Contributions to School, District &amp; Community:</b> Participation in school and district projects	Media Specialist Librarian avoids becoming involved in school and district projects.	Media Specialist Librarian participates in school and district projects, events, or programs when specially asked to do so.	Media Specialist Librarian volunteers to participate in school and district projects, events, or programs.	Media Specialist Librarian actively participates in school and district projects, events, or programs, making a substantial contribution and assuming a leadership role.
<b>4c.</b> <b>Contributions to School, District &amp; Community: Public Relations</b>	Media specialist Librarian makes little attempt to encourage library use through public relations. Media specialist Media Specialist Librarian does not encourage participation in community events.	Media Specialist Librarian recognizes but may not promote community events that promote literacy, such as the Great Basin Book Fair or Chautauqua.	Media Specialist Librarian makes students and staff aware of community programs that promote literacy and provides relevant information.	Media Specialist Librarian actively makes connections between school and community events to promote literacy.
<b>4d.</b> <b>Professional Growth &amp; Development:</b> Enhancement of content knowledge and pedagogical skills	Media Specialist Librarian does not engage in professional development activities to enhance knowledge or skills.	Media Specialist Librarian participates in professional activities to a limited extent when required to do so.	Media Specialist Librarian seeks out opportunities for professional development to enhance content knowledge and pedagogical skill.	Media Specialist Librarian seeks out opportunities for professional development and applies new concepts and skills.

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