

Pittsford Central School District

Summative Evaluation for School Library Media Specialists

LMS Name: _____ Building: _____ Position: _____

Directions:

The Summative Evaluation is comprised of a written summary and a conference. The written summary is a reflection on performance, which includes input from both the library media specialist and the administrator. Using a common form the library media specialist and the administrator independently assess the library media specialist’s performance based on Professional Standards. During the Summative Evaluation Conference, the agreements and differences can provide a basis for discussion.

Library media specialists and administrators may complete separate forms or use a single form. When a single form is used, the administrator marks with a ✓; the library media specialist marks with a +. The administrator must complete the comment sections when the “Area of Strength” or “Needs Improvement” categories are marked. When “Demonstrates Competence” is marked, the library media specialist and administrator may write comments.

For tenured library media specialists a Summative Evaluation shall be completed least once every three years.

For non-tenured library media specialists a Summative Evaluation shall be completed annually by May 1.

A. PLANNING AND PREPARATION

Pittsford Library Media Specialists effectively organize and design instruction by

Knowledge of Content/Pedagogy	Demonstrating extensive content knowledge and effective instructional techniques to convey the knowledge.			
Knowledge of Students	Demonstrating knowledge of development and or intellectual, social and emotional characteristics of age groups and incorporating this knowledge into instructional planning; planning lessons based on the diverse skills, knowledge, interests, and cultural heritage of each student.			
Instructional Goals	Establishing clearly written goals based on district curriculum and standards to indicate expected student learning and reflect the needs of all students.			
Collaboration	Planning collaboratively with teachers to integrate library standards and curriculum with other subject areas standards and curriculum. Developing and providing instructional opportunities for staff and students			
Knowledge of Resources	Using building, district, and community resources, including the Interlibrary Loan Networks and selecting, acquiring and managing resources to support school curriculum needs and enhance instruction.			
Instructional Lessons	Preparing meaningful lessons that engage the students, promote academic rigor, and provide a rationale for learning; selecting learning activities and resources/materials that support instructional objectives and accommodate different learning styles; incorporating varied group practices; using technology to enhance instruction.	Area of Strength	Demonstrates Competence	Needs Improvement
Assessment	Selecting assessment techniques that are congruent with instructional goals, both in content and process, clearly communicating criteria and standards of assessment to students.			
A. PLANNING AND PREPARATION				

Principal Comments:

Library Media Specialist Comments:

B. DELIVERY OF INSTRUCTION

Pittsford Library Media Specialists provide effective classroom instruction by

Communication	Providing clear directions and explanations to students and modeling correct English usage, grammar, and expressive vocabulary.			
Questioning	Using questioning and discussion techniques that foster student learning; promoting a student involvement in discussions and encouraging students to take responsibility for the success of discussions.			
Student Engagement	Engaging students in learning by presenting materials at the appropriate level and pace, linking learning with students' knowledge and experience, employing a wide variety of resources and strategies, and involving students in developing learning activities.			
Feedback	Providing feedback that is accurate, substantive, constructive, specific, and timely in order to enhance learning.			
Flexibility and Responsiveness	Demonstrating flexibility and responsiveness by adjusting to student needs, recognizing and responding to teachable moments by making major and minor changes in lessons to take advantage of unplanned opportunities for learning.			
Persistence	Using knowledge of the wide variety of instructional strategies and resources and consulting with other staff in order to find ways to help students who are having difficulties in meeting instructional objectives.	Area of Strength	Demonstrates Competence	Needs Improvement
B. DELIVERY OF INSTRUCTION				

Principal Comments:

Library Media Specialist Comments:

C. LIBRARY ENVIRONMENT

Pittsford Library Media Specialists create effective environment for learning by

Teacher/Student Interactions	Continuously demonstrating caring and respect for students and modeling and promoting respectful and courteous interactions with and among students.			
Culture for Learning	Conveying a genuine enthusiasm for learning and encouraging students to value the library as a resource.			
Facility	Maintaining a technologically current facility that provides access to electronic and online resources. Organizing and maintaining the LMC as a functional and attractive learning environment and encouraging its maximum use.			
Library Procedures	Organizing student group work so that students are on task and productive; providing smooth and efficient transition between activities; establishing effective routines and systems for handling materials and supplies, for performing non-instructional duties and for working with support personnel and volunteers in the library.			
Student Behavior Management	Developing clear standards for student conduct with student participation; monitoring students' behavior at all times and consistently responding to student misbehavior in an appropriate manner, sensitive to and respectful of the individual student.			
C: LIBRARY ENVIRONMENT				

Principal Comments:

Library Media Specialist Comments:

D. PROFESSIONAL RESPONSIBILITIES

Pittsford Library Media Specialists demonstrate their professionalism by

Reflection	Making thoughtful and accurate assessments for the effectiveness of lessons and services; identifying professional and personal strengths and weaknesses; planning and preparation for continuous professional improvement.			
Record-keeping	Developing and implementing a system for maintaining accurate records of instructional and non-instructional information.			
Communication	Maintaining communication with families about program. Publicizing LMC programs, services and resources through presentations, orientations, and written and online materials.			
Contributing to Building/District	Contributing to building and district by performing service, participating in building and district projects and in the development and implementation of academic standards.			
Professional Growth	Developing and pursuing individual professional growth plans and modeling life-long learning. Participating in local, state or national organizations related to teaching and librarianship.			
Supervision	Providing training, leadership and supervision for the LMC staff.			
Professional Qualities	Displaying personal and professional qualities that contribute to the well being of students, the building, the district and the profession.			
Teamwork	Maintaining positive and sharing relationships, enhancing professional practice and working with colleagues to promote morale.			
Financial Management	Planning and administering a budget according to the goals and objectives of the program, and the building.	Area of Strength	Demonstrates Competence	Needs Improvement
D. PROFESSIONAL RESPONSIBILITIES				

Principal Comments:

Library Media Specialist Comments:

E: SUMMARY COMMENTS

Principal Comments:

Library Media Specialist Comments:

Library Media Specialist Signature _____ Date _____

Principal Signature _____ Date _____

Date of Conference: _____

(This form will be retained in your personnel file.)

Plan to Improve Performance (Must be completed if any of the four professional standards domains show “need for improvement”):

Target:

Tenure Year Only

**Portfolio
Completed**

Portfolio Evaluator Comments:

Additional Comments: