Travis Unified School District

Certificated Teacher Librarian Evaluation Instrument SUMMATIVE

(Reference: Collective Bargaining Agreement, Article 12)

Unit Member:_____ School Year:_____

Grade/Subject Area:_____ Site/Location:_____

Unit Member Status: Temporary Intern Probationary-1 Probationary-2 Permanent
(circle one)

Evaluator:_____ Title:_____ Date:_____

The purpose of the performance evaluation is to help professional educators realize their potential by implementing an assessment process which will:

- **Inform, instruct, and improve school library services.**
- **Provide educators with meaningful feedback on strengths and opportunities for growth.**
- **Ensure fair, evidence-based employment decisions.**

Evaluation Guidelines:

For Permanent unit members:

12.4.4.9 After the final observation, the evaluator shall complete the Summative Form and make a final evaluation recommendation.

12.4.4.10 The Summative evaluation shall be completed no later than 30 days prior to the last calendar day of the school year.

For Probationary/Intern/Temporary unit members:

12.4.5.10 The Summative evaluation shall be completed no later than March 10th.

Circle unit member's two (2) focus standards below:

AMERICAN ASSOCIATION FOR TEACHER LIBRARIAN STANDARDS			
Final Rating on Standard 1:			Standard I – PLANNING AND PREPARATION
Meets/Exceeds	Needs Improvement	Does Not Meet	
			Comments:
* Demonstrating knowledge of literature and current trends in library practice and information technology			
* Demonstrating knowledge of the school's program and students' information needs within that program			
* Establishing goals for the library program appropriate to the setting and students served			
* Demonstrating knowledge of resources, both within and beyond the school and district			
* Planning the library program integrated with the overall school program			
* Developing a plan to evaluate the library program			
Final Rating on Standard 2:			Standard II – MAINTAINING THE ENVIRONMENT
Meets/Exceeds	Needs Improvement	Does Not Meet	

* Creating an environment of respect and rapport			Comments:
* Establishing a culture for investigation and love of literature			
* Establishing and maintaining library procedures			
*Managing student behavior			
*Organizing physical space to enable smooth flow			
Final Rating on Standard 3:			Standard III – PROVIDING INSTRUCTION
Meets/Exceeds	Needs Improvement	Does Not Meet	
			Comments:
* Communicating clearly and accurately			
* Questioning and research techniques			
* Engaging students in learning			
*Monitoring student learning			
*Demonstrating flexibility and responsiveness			
Final Rating on Standard 4:			Standard IV - PROFESSIONAL RESPONSIBILITIES
Meets/Exceeds	Needs Improvement	Does Not Meet	
			Comments:
* Reflecting on practice			
* Preparing and submitting reports and budgets			
*Communicating with the larger community			
*Engaging in professional development			
* Showing professionalism			
*Collaborating with teacher librarians in the design of instructional units and lessons			
* Maintaining and extending the library collection in accordance with the school's needs and within budget limitations			

Attach additional pages if needed for additional comments.

Additional Comments – Evaluator	Additional Comments – Unit Member

OVERALL RATING:

	Satisfactory	Two or more "Meets/Exceeds" <u>and</u> no more than one "Does not Meet"
	Needs Improvement	Fewer than two "Meets/Exceed" <u>or</u> two "Does not Meet" (Improvement Plan Required)
	Unsatisfactory	Three or more "Does not Meet" (Improvement Plan Required)

(If Unsatisfactory or Needs Improvement is selected, Evaluator must attach evidence of support offered or given to teacher during evaluation period. For Permanent unit members, before an overall rating of "Unsatisfactory" or "Needs Improvement" is given on the Summative evaluation, documented remediation and support is required no later than the one-hundred twenty-fifth (125th) TUSD school calendar workday.)

RECOMMENDATION (Check all that apply)

Probationary 1, Temps, Interns	**Probationary 2**	**Permanent**
☐ Continue Probationary Status	☐ Non-reemployment (or non-reelect)	☐ Continue Permanent Status; Next Evaluation Year: _____
☐ Develop Improvement Plan	☐ Move to Permanent Status	☐ Develop Improvement Plan
☐ Non-reemployment (or non-reelect)		

_____ _____

Evaluator's Signature Date Unit Member's Signature Date

(Unit member's signature does not necessarily indicate agreement.)

____Additional comments by evaluator are attached

____Additional comments by unit member are attached