

# NORFOLK PUBLIC SCHOOLS SUMMATIVE LIBRARY/MEDIA SPECIALIST EVALUATION

Libr./Media Spec.: \_\_\_\_\_ Date: \_\_\_\_\_ School Year: \_\_\_\_\_

Building: \_\_\_\_\_ Assignment: \_\_\_\_\_ Evaluation Status: \_\_\_\_\_

## Summative Evaluation Directions

The purposes of the summative evaluation conference are: 1) to review and discuss the contents of the evaluation document, 2) to communicate the recommended contract status for the next school year, 3) to discuss the recommended level of administrative supervision expected for the next evaluation cycle, and 4) to establish professional goals. The supervisor has responsibility for completing the summative evaluation document and then discussing its contents with the teacher during a summative evaluation conference. The teacher is encouraged to submit a self-evaluation or other relevant portfolio information at least five days in advance of the summative evaluation conference. A summative evaluation cycle concludes with communication of the recommended contract status and the level of administrative supervision for the next evaluation cycle.

The supervisor will rate each of the four domains of teaching, which include: 1) planning and preparation, 2) the environment, 3) delivery of service, and 4) professional responsibilities, according to which of the four performance standards best describes the teacher's performance during the evaluation cycle. Each domain will be rated with consideration given to the related competencies and elements within the domain. It is not necessary that every competency be observable at a consistently appropriate and effective level in order to receive a proficient rating. The particular job assignment will determine the appropriate role of each of the four teaching domains and how each domain will be evaluated for various certified staff members. The supervisor will collect evidence addressing each domain and will include narrative to support any areas of excellence and/or concern which do not meet district expectations. The supervisor will also write an Evaluation Summary to summarize the teacher's overall performance. Copies of all signed summative evaluation documents will be provided to the teacher, the supervisor, and the teacher's personnel file at the Central Office.

## Performance Standards

**Distinguished** - Evidence indicates that a library/media specialist performing at this level is a master teacher who makes contributions to the field both in and outside their school. Their classrooms operate at a qualitatively different level from those of others. Such classrooms consist of a community of learners, with students highly motivated and engaged and assuming considerable responsibility for their own learning. Evidence indicates that the library/media specialist performing at this level has a thorough conceptual understanding of, and consistently implements in various situations, each competency within the teaching domain in a highly effective and appropriate manner. This level of performance exceeds district expectations.

**Proficient** - Evidence indicates that library/media specialists performing at this level clearly understand the concepts underlying the components and implements them well. Library/media specialists at the proficient level thoroughly know their content, they know their students, they know the curriculum and have a broad repertoire of strategies and activities to use with students, and they can easily adjust their instruction as necessary. Library/media specialists at this level are able to consistently and effectively implement all or almost all competencies within the domain and element appropriately and without significant errors. This level of performance fully meets district expectations.

**Basic** - Evidence indicates that library/media specialists performing at this level appear to understand the concepts underlying the component within the teaching domain and attempt to implement its elements. Implementation, however, is sporadic, intermittent, or otherwise not entirely successful. This level of performance partially meets district expectations. With additional experience, professional development, and coaching and supervision, library/media specialists performing at the basic level should become proficient implementing the teaching domain and components within a reasonable time period.

**Unsatisfactory** - Evidence indicates that a library/media specialist performing at this level does not yet appear to understand, and may have some major misconceptions, of the concepts underlying the component within the teaching domain. Implementation does not regularly accomplish the basic educational purpose. This level of performance does not meet district expectations, and will require specific plans and assistance for improved performance within a reasonable time period.

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## Evaluation Summary

### Domain 1: Planning and Preparation

Unsatisfactory       Basic       Proficient       Distinguished

### Domain 2: The Classroom Environment

Unsatisfactory       Basic       Proficient       Distinguished

### Domain 3: Instruction

Unsatisfactory       Basic       Proficient       Distinguished

### Domain 4: Professional Responsibilities

Unsatisfactory       Basic       Proficient       Distinguished

## Supervisor Comments and Professional Goals

Supervisor Summary Comments:

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**Performance Goal for Tenured Library/Media Specialists:**

**Classroom Observation Dates:**

Recommend Contract Status  
(Do not complete for first semester probationary evaluation.)

- Initial Evaluation      Reemploy for a second or third semester with a one-semester evaluation cycle
- Professional Evaluation      Reemploy for next school year with a three-year evaluation cycle
- Assistance Evaluation      Reemploy for next school year with a one-year evaluation cycle
- Improvement Evaluation      Reemploy for next school year with a written Professional Improvement plan which requires a one-year or less evaluation cycle.
- Nonrenewal

The Contract Recommendation and level of Administrative Evaluation as referenced herein, is not a guarantee of continued employment for a specific term and does not alter or amend the library/media specialist's employment contract or the district's rights and remedies under Nebraska or federal law. The Contract Recommendation and Level of Administrative Supervision is a designation for administrative purposes, not a progressive discipline program or indication of entitlement to a certain type of remediation or supervision.

Supervisor's Signature \_\_\_\_\_

Conference Date \_\_\_\_\_

Teacher's Signature \_\_\_\_\_

Conference Date \_\_\_\_\_

NOTE: The library/media specialist's signature indicates the review and receipt of, not necessarily agreement with, this summative evaluation. The library/media specialist may attach additional written responses on separate paper within 14 calendar days of the evaluation conference.

# NORFOLK PUBLIC SCHOOLS SUMMATIVE LIBRARY/MEDIA SPECIALIST EVALUATION

<b>Domain 1: Planning and Preparation</b>				
<b>Component</b>	<b>Unsatisfactory</b>	<b>Basic</b>	<b>Proficient</b>	<b>Distinguished</b>
1.1: Demonstrating knowledge of literature and current trends in library/media practice and information technology	Library/media specialist demonstrates little or no knowledge of literature and of current trends in practice and information technology.	Library/media specialist demonstrates limited knowledge of literature and of current trends in practice and information technology.	Library/media specialist demonstrates thorough knowledge of literature and of current trends in practice and information technology.	Drawing on extensive professional resources, library/media specialist demonstrates rich understanding of literature and of current trends in information technology.
Evidence				
<b>Component</b>	<b>Unsatisfactory</b>	<b>Basic</b>	<b>Proficient</b>	<b>Distinguished</b>
1.2: Demonstrating knowledge of the school's program and student information needs within the program	Library/media specialist demonstrates little or no knowledge of the school's content standards and of students' needs for information skills within those standards.	Library/media specialist demonstrates basic knowledge of the school's content standards and of students' needs for information skills within those standards.	Library/media specialist demonstrates thorough knowledge of the school's content standards and of students' needs for information skills within those standards.	Library/media specialist takes a leadership role within the school and district to articulate the needs of students for information technology within the school's academic program.
Evidence				
<b>Component</b>	<b>Unsatisfactory</b>	<b>Basic</b>	<b>Proficient</b>	<b>Distinguished</b>
1.3: Establishing goals for the library/media program appropriate to the setting and the students served	Library/media specialist has no clear goals for the media program, or they are inappropriate to either the situation in the school or the age of the students.	Library/media specialist's goals for the media program are rudimentary and are partially suitable to the situation in the school and the age of the students.	Library/media specialist's goals for the media program are clear and appropriate to the situation in the school and to the age of the students.	Library/media specialist's goals for the media program are highly appropriate to the situation in the school and to the age of the students and have been developed following consultations with students and colleagues.
Evidence				

# NORFOLK PUBLIC SCHOOLS SUMMATIVE LIBRARY/MEDIA SPECIALIST EVALUATION

Component	Unsatisfactory	Basic	Proficient	Distinguished
1.4: Demonstrating knowledge of resources, both within and beyond the school and district	Library/media specialist demonstrates little or no knowledge of resources available for students and teachers in the school, in other schools in the district, and in the larger community to advance program goals.	Library/media specialist demonstrates basic knowledge of resources available for students and teachers in the school, in other schools in the district, and in the larger community to advance program goals.	Library/media specialist is fully aware of resources available for students and teachers in the school, in other schools in the district, and in the larger community to advance program goals.	Library/media specialist is fully aware of resources available for students and teachers and actively seeks out new resources from a wide range of sources to enrich the school's program.

Evidence

Component	Unsatisfactory	Basic	Proficient	Distinguished
1.5: Planning the library/media program integrated with the overall school program	Library/media program consists of a random collection of unrelated activities, lacking coherence or an overall structure.	Library/media specialist's plan has a guiding principle and includes a number of worthwhile activities, but some of them don't fit with the broader goals.	Library/media specialist's plan is well designed to support both teachers and students in their information needs.	Library/media specialist's plan is highly coherent, taking into account the competing demands of scheduled time in the library, consultative work with teachers, and work in maintaining and extending the collection; the plan has been developed after consultation with teachers.

Evidence

Component	Unsatisfactory	Basic	Proficient	Distinguished
1.6: Developing a plan to evaluate the library/media program	Library/media specialist has no plan to evaluate the program or resists suggestions that such an evaluation is important.	Library/media specialist has a rudimentary plan to evaluate the library/media program.	Library/media specialist's plan to evaluate the program is organized around clear goals and the collection of evidence to indicate the degree to which the goals have been met.	Library/media specialist's evaluation plan is highly sophisticated, with imaginative sources of evidence and a clear path toward improving the program on an ongoing basis.

Evidence

Domain 1: Planning and Preparation Rating  U  B  P  D

# NORFOLK PUBLIC SCHOOLS SUMMATIVE LIBRARY/MEDIA SPECIALIST EVALUATION

<b>Domain 2: The Environment</b>				
<b>Component</b>	<b>Unsatisfactory</b>	<b>Basic</b>	<b>Proficient</b>	<b>Distinguished</b>
2.1: Creating an environment of respect and rapport	Interactions, both between the library/media specialist and staff and students as well as among students, are negative, inappropriate, or insensitive to cultural backgrounds and are characterized by sarcasm, put-downs, or conflict.	Interactions, both between the library/media specialist and staff and students as well as among students, are generally appropriate and free from conflict but may be characterized by occasional displays of insensitivity or lack of responsiveness to cultural or developmental differences among students.	Interactions, both between the library/media specialist and staff and students as well as among students, are polite and respectful, reflecting general warmth and caring, and are appropriate to the cultural and developmental differences among groups of students.	Interactions among the library/media specialist, individual students, and teachers are highly respectful, reflecting genuine warmth and caring and sensitivity to students' cultures and levels of development. Students themselves ensure high levels of civility among students in the library.
Evidence				
<b>Component</b>	<b>Unsatisfactory</b>	<b>Basic</b>	<b>Proficient</b>	<b>Distinguished</b>
2.2: Establishing a culture for investigation and love of literature	Library/media specialist conveys a sense that the work of seeking information and reading literature is not worth the time and energy required.	Library/media specialist goes through the motions of performing the work of the position, but without any real commitment to it.	Library/media specialist, in interactions with both students and colleagues, conveys a sense of the importance of seeking information and reading literature.	Library/media specialist, in interactions with both students and colleagues, conveys a sense of the essential nature of seeking information and reading literature. Students appear to have internalized these values.
Evidence				
<b>Component</b>	<b>Unsatisfactory</b>	<b>Basic</b>	<b>Proficient</b>	<b>Distinguished</b>
2.3: Establishing and maintaining library procedures	Media center routines and procedures (for example, for circulation of materials, working on computers, independent work) are either nonexistent or inefficient, resulting in general confusion. Library assistants are confused as to their role.	Media center routines and procedures (for example, for circulation of materials, working on computers, independent work) have been established but function sporadically. Efforts to establish guidelines for library assistants are partially successful.	Media center routines and procedures (for example, for circulation of materials, working on computers, independent work) have been established and function smoothly. Library assistants are clear as to their role.	Media center routines and procedures (for example, for circulation of materials, working on computers, independent work) are seamless in their operation, with students assuming considerable responsibility for their smooth operation. Library assistants work independently and contribute to the success of the media center.
Evidence				

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Component	Unsatisfactory	Basic	Proficient	Distinguished
2.4: Managing student behavior	There is no evidence that standards of conduct have been established, and there is little or no monitoring of student behavior. Response to student misbehavior is repressive or disrespectful of student dignity.	It appears that the library/media specialist has made an effort to establish standards of conduct for students and tries to monitor student behavior and respond to student misbehavior, but these efforts are not always successful.	Standards of conduct appear to be clear to students, and the library/media specialist monitors student behavior against those standards. Library/media specialist's response to student misbehavior is appropriate and respectful to students.	Standards of conduct are clear. Library/media specialist's monitoring of student behavior is subtle and preventive, and response to student misbehavior is sensitive to individual student needs.
Evidence				
Component	Unsatisfactory	Basic	Proficient	Distinguished
2.5: Organizing physical space to enable smooth flow	Library/media specialist makes poor use of the physical environment, resulting in poor traffic flow, confusing signage, inadequate space devoted to work areas and computer use, and general confusion.	Library/media specialist's efforts to make use of the physical environment are uneven, resulting in occasional confusion.	Library/media specialist makes effective use of the physical environment, resulting in good traffic flow, clear signage, and adequate space devoted to work areas and computer use.	Library/media specialist makes highly effective use of the physical environment, resulting in clear signage, excellent traffic flow, and adequate space devoted to work areas and computer use. In addition, book displays are attractive and inviting.
Evidence				

Domain 2: The Environment     U     B     P     D

# NORFOLK PUBLIC SCHOOLS SUMMATIVE LIBRARY/MEDIA SPECIALIST EVALUATION

<b>Domain 3: Delivery of Service</b>				
<b>Component</b>	<b>Unsatisfactory</b>	<b>Basic</b>	<b>Proficient</b>	<b>Distinguished</b>
3.1: Maintaining and extending the library collection in accordance with the school's needs within budget limitations	Library/media specialist fails to adhere to district or professional guidelines in selecting materials for the collection and does not periodically purge the collection of outdated material. Collection is unbalanced among different areas.	Library/media specialist is partially successful in attempts to adhere to district or professional guidelines in selecting materials, to weed the collection, and to establish balance.	Library/media specialist adheres to district or professional guidelines in selecting materials for the collection and periodically purges the collection of outdated material. Collection is balanced among different areas.	Library/media specialist selects materials for the collection thoughtfully and in consultation with teaching colleagues, and periodically purges the collection of outdated material. Collection is balanced among different areas.
Evidence				
<b>Component</b>	<b>Unsatisfactory</b>	<b>Basic</b>	<b>Proficient</b>	<b>Distinguished</b>
3.2: Collaborating with teachers in the design of instructional units and lessons	Library/media specialist declines to collaborate with classroom teachers in the design of instructional lessons and units.	Library/media specialist collaborates with classroom teachers in the design of instructional lessons and units when specifically asked to do so.	Library/media specialist collaborates with classroom teachers in the design of instructional lessons and units.	Library/media specialist initiates collaboration with classroom teachers in the design of instructional lessons and units, locating additional resources from sources outside the school.
Evidence				
<b>Component</b>	<b>Unsatisfactory</b>	<b>Basic</b>	<b>Proficient</b>	<b>Distinguished</b>
3.3: Engaging students in enjoying literature and in learning information skills	Students are not engaged in enjoying literature and in learning information skills because of poor design of activities, poor grouping strategies, or inappropriate materials.	Only some students are engaged in enjoying literature and in learning information skills due to uneven design of activities, grouping strategies, or partially appropriate materials.	Students are engaged in enjoying literature and in learning information skills because of effective design of activities, grouping strategies, and appropriate materials.	Students are highly engaged in enjoying literature and in learning information skills and take initiative in ensuring the engagement of their peers.
Evidence				

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Component	Unsatisfactory	Basic	Proficient	Distinguished
3.4: Assisting students and teachers in the use of technology in the library/media center	Library/media specialist declines to assist students and teachers in the use of technology in the library/media center.	Library/media specialist assists students and teachers in the use of technology in library/media center when specifically asked to do so.	Library/media specialist initiates sessions to assist students and teachers in the use of technology in the library/media center and/or computer labs.	Library/media specialist is proactive in initiating sessions to assist students and teachers in the use of technology in the library/media center and/or computer labs.
Evidence				
Component	Unsatisfactory	Basic	Proficient	Distinguished
3.5: Demonstrating flexibility and responsiveness	Library/media specialist adheres to the plan, in spite of evidence of its inadequacy.	Library/media specialist makes modest changes in the library/media program when confronted with evidence of the need for change.	Library/media specialist makes revisions to the library/media program when they are needed.	Library/media specialist is continually seeking ways to improve the library/media program.
Evidence				

Domain 3: Delivery of Service    U    B    P    D

# NORFOLK PUBLIC SCHOOLS SUMMATIVE LIBRARY/MEDIA SPECIALIST EVALUATION

<b>Domain 4: Professional Responsibilities</b>				
<b>Component</b>	<b>Unsatisfactory</b>	<b>Basic</b>	<b>Proficient</b>	<b>Distinguished</b>
4.1: Reflecting on practice	Library/media specialist does not reflect on practice, or the reflections are inaccurate or self-serving.	Library/media specialist's reflection on practice is moderately accurate and objective, without citing specific examples and with only global suggestions as to how it might be improved.	Library/media specialist's reflection provides an accurate and objective description of practice, citing specific positive and negative characteristics. Library/media specialist makes some specific suggestions as to how the media program might be improved.	Library/media specialist's reflection is highly accurate and perceptive, citing specific examples. Library/media specialist draws on an extensive repertoire to suggest alternative strategies, accompanied by a prediction of the likely consequence of each.
Evidence				
<b>Component</b>	<b>Unsatisfactory</b>	<b>Basic</b>	<b>Proficient</b>	<b>Distinguished</b>
4.2: Communicating with the larger community	Library/media specialist makes no effort to engage in outreach efforts to parents or the larger community.	Library/media specialist makes sporadic efforts to engage in outreach efforts to parents or the larger community.	Library/media specialist engages in outreach efforts to parents and the larger community.	Library/media specialist is proactive in reaching out to parents and establishing contacts with outside libraries, coordinating efforts for mutual benefit.
Evidence				
<b>Component</b>	<b>Unsatisfactory</b>	<b>Basic</b>	<b>Proficient</b>	<b>Distinguished</b>
4.3: Participating in a professional community	Library/media specialist's relationships with colleagues are negative or self-serving, and the specialist avoids being involved in school and district events and projects.	Library/media specialist's relationships with colleagues are cordial, and the specialist participates in school and district events and projects when specifically requested.	Library/media specialist participates actively in school and district events and projects and maintains positive and productive relationships with colleagues.	Library/media specialist makes a substantial contribution to school and district events and projects and assumes a leadership role with colleagues.
Evidence				

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Component	Unsatisfactory	Basic	Proficient	Distinguished
4.4: Engaging in professional development	Library/media specialist does not participate in professional development activities, even when such activities are clearly needed for the enhancement of skills.	Library/media specialist's participation in professional development activities is limited to those that are convenient or are required.	Library/media specialist seeks out opportunities for professional development based on an individual assessment of need.	Library/media specialist actively pursues professional development opportunities and makes a substantial contribution to the profession through such activities as offering workshops to colleagues.
Evidence				
Component	Unsatisfactory	Basic	Proficient	Distinguished
4.5: Showing professionalism	Library/media specialist displays dishonesty in interactions with colleagues, students, and the public; violates copyright laws.	Library/media specialist is honest in interactions with colleagues, students, and the public; respects copyright laws.	Library/media specialist displays a high standard of honesty and integrity in interactions with colleagues, students, and the public; adheres carefully to copyright laws.	Library/media specialist can be counted on to hold the highest standards of honesty and integrity and takes a leadership role with colleagues in ensuring there is no plagiarism or violation of copyright laws.
Evidence				

Domain 4: Professional Responsibilities  U  B  P  D