

ADDENDUM JL

**MADERA UNIFIED SCHOOL DISTRICT
TEACHER LIBRARIAN EVALUATION INSTRUMENT
(Based on the California Standards for the Teaching Profession)**

Name: _____

School: _____

Grade Level: _____

Assignment: _____

School Year: 20 - 2

Evaluating Supervisor _____

Date of Hire: _____

Probationary 0

Temporary

1st Year Probationary

2nd Year Probationary

Tenured

TEACHER LIBRARIAN PERFORMANCE STANDARD RATING

D= Distinguished

S = Skilled

E = Emerging

I = Ineffective practice that is not consistent with standard expectations

- Emerging & ineffective ratings must include specifics in the “comment” section as well as in the Recommendation & Assistance statement by the evaluating supervisor.

FACTORS	RATING (D,S,E,I)	COMMENTS (Use additional pages if needed)
Standard 1: Collaborative Teacher: Teacher Librarian supports student learning and inquiry process.		
A. The teacher: Collaborates with teachers to engage students in inquiry- based learning experiences and instructional units.		
B. Works with teachers to provide instructional support for student learning.		
C. Ensures learners and educators have access throughout the school day by demonstrating flexibility and responsiveness		
D. Students to locate information and utilize technology to answer a question, solve a problem, or enrich information.		

FACTORS	RATING (D,S,E,I)	COMMENTS (Use additional pages if needed)
Standard 2: Program Manager: Teacher Librarian demonstrates an understanding of, and commitment to, inclusiveness and respect for diversity in the learning community		
A. The teacher: Creates an environment and selects resources that promote student learning while reflecting diversity.		
B. Establishes a climate that promotes fairness and respect.		
C. Ensures equitable physical access, accessible before, during and after school hours.		
D. Establishes and maintains a safe learning environment and standards for student behavior.		
E. Plans and implements library procedures and routines that support student learning.		

FACTORS	RATING (D,S,E,I)	COMMENTS (Use additional pages if needed)
Standard 3: <i>Designer of Collaborative Spaces:</i> Teacher Librarian provides flexible spaces that promote inquiry, creativity, collaboration, and school community.		
A. Advocates for literacy as a part of the school culture.		
B. Provides an environment of collaboration, innovation and creative problem-solving.		
C. Serves on decision-making teams to promote school improvement.		
D. Advocates for library programs.		
E. Maintains and updates library policies and procedures.		

FACTORS	RATING (D,S,E,I)	COMMENTS (Use additional pages if needed)
Standard 4: <i>Collection Manager:</i> The Teacher Librarian develops a library collection of resources that aligns with the needs of students, staff, and the curriculum.		
A. Develops and maintains a diverse collection of print and digital resources appropriate for curriculum and multiple learning experiences and abilities for all learners.		
B. Manages access to a variety of digital resources selected and vetted per student/teacher needs.		

C. Coordinates the use of a variety of educational resources, including literature and information technologies, into the school's curriculum.		
D. Develops and implements procedures for the removal of outdated or damaged materials.		

FACTORS	RATING (D,S,E,I)	COMMENTS (Use additional pages if needed)
Standard 5: <i>Information Specialist</i>: Teacher Librarian demonstrates and promotes a safe, legal and ethlegal, sharing of information.		
A. Supports the ethical use of information, including copyright laws, fair use, intellectual property, privacy and ethical online behavior (digital citizenship).		
B. Demonstrates a commitment to intellectual freedom.		
C.. Effective digital literacy and information literacy skills.		
D. Provide students and educators with learning opportunities related to technology and use of resources.		
E. Shares policies concerning selection, circulation, resources, copyright, privacy, responsible use of technology and social media.		

FACTORS	RATING (D,S,E,I)	COMMENTS (Use additional pages if needed)
Standard 6: Develop as a <i>Professional Educator</i>		
A. Reflects on professional practices and participates in professional development.		
B. Establishes professional goals and pursues opportunities to grow professionally.		
C. Collaborates with colleagues and the broader professional community to support student learning.		
D. Manages professional responsibilities to maintain motivation and commitment to all students.		

FACTORS	RATING (D,S,E,I)	COMMENTS (Use additional pages if needed)
STANDARD 7: Professional Behavior		
A. Assumes responsibility for assigned duties		
B. Adheres to the rules and regulations of the school and District including collective Bargaining Agreement.		
C. Tactfully discusses issues with students, parents and colleagues.		

* The overall rating for a standard will be determined by the predominate rating of its sub-standards.

*Analysis of student performance assessments takes into account mitigating factors such as student attendance, entry-level achievement, special program membership and other measurable variables that influence student achievement.

1. Teachers who receive a majority of ineffective ratings in the components of a Standard shall be rated ineffective in that Standard.
2. In order to receive an overall ineffective evaluation, a teacher must receive a minimum of two ineffective ratings in Standard numbers 1-5.

Evaluators Summary Comments
Commendations
Recommendations and Assistance

Overall Performance Evaluation

- Distinguished /exceeds Standards
- Skilled/ meets standards
- Emerging/ needs improvement

Probationary Teachers

- Recommended for rehire
- Not recommended for rehire
- Withhold judgment at this time
- Ineffective consistent with standard expectation

PERMANENT TEACHERS

Referred to Peer Assistance and Review due to overall ineffective

Evaluatee's Comments:

I have received and read a copy of the foregoing performance evaluation report and have had an opportunity to discuss it with my evaluating supervisor. My signature does not constitute endorsement of this document.

Employee Signature

Date

Supervisor Signature

Date