JEFFERSON COUNTY PUBLIC SCHOOLS

COMPREHENSIVE LIBRARY MEDIA SPECIALIST PERFORMANCE EVALUATION

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| **NAME:** | |  | | | | | **SCHOOL/LOCATION:** | |  | | | |
| **ID #:** |  | | | | **YEARS OF SERVICE:** | | |  | | **DATE:** | |  |
| **SUBJ./ GRADE LEVEL:** | | |  | | | **PRINCIPAL/COST CENTER HEAD:** | | | | |  | |
| **DATES OF OBSERVATION:** | | | |  | | | | | | | | |

The evaluator using multiple sources of evidence as specified in the Certified Evaluation Plan will make a comprehensive evaluation. A narrative is required for any library media specialist domain rating that is marked “ineffective” or “developing”, and the evaluator and library media specialist must initial all additional pages. The evaluator may choose to write a narrative for “accomplished” or “exemplary”.

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| **Domains** | **Ineffective** | **Developing** | **Accomplished** | **Exemplary** |
| 1. Planning and Preparation |  |  |  |  |
| 2. The Library Environment |  |  |  |  |
| 3. Instruction/Delivery of Service |  |  |  |  |
| 4.Professional Responsibilities |  |  |  |  |
| *The overall professional practice rating is a holistic rating of performance, combining data*  *from multiple sources of evidence across each domain of the applicable Kentucky Framework for Teaching.* | | | | |
| **Overall**  **Professional Practice Rating** | **Ineffective** | **Developing** | **Accomplished** | **Exemplary** |
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**Professional Growth Plan and Summative Cycle:**

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| ( ) 3 Year Self-Directed Cycle | Professional Growth Plan Area(s) for Focus: |
| ( ) 1 Year Directed Cycle |

Optional Comments by Evaluator and/or Library Media Specialist:

(May be attached to this form provided the evaluator and library media specialist have initialed all additional pages.)

The library media specialist may submit a written response within ten (10) days to be sent to Employee Relations for inclusion in the library media specialist’s personnel file with a copy to the evaluator. Certified personnel have the right to appeal to a JCPS Local Evaluation Appeals Panel (LEAP) within fourteen (14) calendar days after receiving a *summative* evaluation. Appeals must be submitted in writing to the superintendent/designee using the JCPS Certified Evaluation Appeals Form. Appeals to a LEAP may be based on evaluation process or evaluation content concerns.

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|  |  |  |  |  |  |  |
| DATE |  | EVALUATOR |  | DATE |  | EMPLOYEE |

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| PRINCIPAL/COST CENTER HEAD |

Distribution: Personnel File

Principal

Employee

**Domain 1: Planning and Preparation**

1A: Demonstrating Knowledge of Content, Curriculum and Process (knowledge of curriculum; knowledge of information, media, and digital literacy; knowledge of the research process)

1B: Demonstrating Knowledge of Students (knowledge of child and adolescent development; knowledge of the learning

process; knowledge of students’ skills and knowledge of language proficiency; knowledge of students’ interests and

cultural heritage; knowledge of students’ special needs)

1C: Supporting Instructional Goals (instructional resources and technology; instructional services)

1D: Demonstrating Knowledge and Use of Resources (instructional materials and resources; search strategies)

1E: Demonstrating a Knowledge of Literature and Lifelong Learning (children’s and young adult literature; reading

promotion)

1F: Collaborating in the Design of Instructional Experiences (collaborative skills; instructional materials and resources;

information, media, digital, and technology literacy)

**Summary statement:**

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**Domain 2: The Library Environment**

2A: Creating an Environment of Respect and Rapport (interpersonal relations; student interactions; staff interactions)

2B: Establishing a Culture for Learning (ethos; expectations for learning)

2C: Managing Library Procedures (circulation procedures; scheduling procedures)

2D: Managing Student Behavior (expectations; monitoring of student discipline; response to misbehavior)

2E: Organizing Physical Space (safety; traffic flow; self-directed use; consideration of functions; flexibility)

**Summary statement:**

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**Domain 3: Instruction / Delivery of Service**

3A: Communicating Clearly and Accurately (directions and procedures; use of different methods)

3B: Using Questioning and Research Techniques (quality of questions; research techniques; student inquiry)

3C: Engaging Students in Learning (instructional materials and resources; expectations for students)

3D: Assessment in Instruction – Whole Class, One-On-One, and Small Group (assessment criteria; monitoring of student

learning; quality feedback; student self-assessment and monitoring of progress)

3E: Demonstrating Flexibility and Responsiveness (teaching strategies; lesson adjustments; response to students;

persistence)

**Summary statement:**

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**Domain 4: Professional Responsibilities**

4A: Reflecting on Practice (reflection; vision; change)

4B: Maintaining Accurate Records (catalog; circulation; statistics; inventory; using data)

4C: Communicating with School Staff and Community (information about the library program; advocacy)

4D: Participating in a Professional Community (service to the school; participation in school and district projects;

involvement in a culture of professional inquiry; relationship with colleagues)

4E: Growing and Developing Professionally (enhancement of professional knowledge; receptivity to feedback from

colleagues; service to the profession)

4F: Collection Development and Maintenance (assessment; selection/weeding)

4G: Managing the Library Budget (data driven decisions; budget development; record keeping)

4H: Managing Personnel (motivating leadership; delegating responsibility; training; supervision; evaluation)

4I: Professional Ethics (library bill of rights; copyright laws; ethical use of information; intellectual freedom; privacy;

confidentiality)

**Summary statement:**

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