

Professional Growth Rubric Library Media

The library media specialist professional growth rubrics are organized around seven areas of a librarian's job performance. These seven areas are:

- I. Prepares and Provides for Delivery of Services**
- II. Management of the Library Media Program and Services**
- III. Evaluation of Library Media Services and Related Student Knowledge/
Skills**
- IV. Positive Learning Climate**
- V. Communication with Staff, Students and the Public**
- VI. Professional Development and Leadership**
- VII. Professional Responsibilities**

The rubrics are designed to give library media specialists an assessment of where they stand in all performance areas with detailed guidance on what is expected to improve.

There are four levels of the library media specialist professional growth rubrics. The *Proficient* level describes solid professional performance. This level is the expected level of performance for librarians. The *Distinguished* level is reserved for truly outstanding teaching as described by the demanding criteria of the area. This level may have relatively few scores. The *Professional Support Needed* level indicates that performance has deficiencies and library media specialists and principals should not be content with scores at this level. Performance at the *Does Not Meet Standard* level is unacceptable and needs to be remediated immediately.

The professional growth summary conference between the principal and the library media specialist can be greatly enhanced when each fills out the rubrics in advance (using the highlighter approach below). Once each has filled out the rubrics, they should meet and compare scores one page at a time. The principal has the final say, but the discussion should aim for consensus based on evidence of the fairest score for each criterion. Principals cannot know everything about all rubric areas and must approach this with some humility while library media specialists must be open to feedback from someone with an outside perspective.

Using the highlighter approach, it is important to consider each of the six criteria individually. Then, the library media specialist and principal move up and down the four levels (reading the descriptions for items at Distinguished, Proficient, Professional Support Needed, and Does Not Meet Standards level). Each finds the specific descriptor level that best describes the performances, and highlights the line. This creates a graphic display of overall performance, areas for commendation, and areas that need work.

It is important that the principals help library media specialists to continue to grow in their positions by giving candid, evidence-based feedback, and follow-up support. It is also important that library media specialists score themselves candidly and honestly. Working together can bring about professional growth and ultimately impact student achievement.

I. Prepares and Provides Delivery of Services

The library media specialist:

4 – Distinguished

- a. Selects and establishes appropriate long and short-range goals and objectives for the library media program.
- b. Researches, prepares and provides services and instruction that supports the instructional program.
- c. Consults with teachers and uses standards to implement instruction of information skills.
- d. Uses established library procedures and resource updates to improve the library collection and electronic resources.
- e. Collaborates with teachers and serves as a resource to teachers and students.
- f. Facilitates and trains students and staff in the use of the library media center as a resource to both teachers and students.

3 – Proficient

- a. Establishes appropriate long and short-range goals and objectives for the library media program.
- b. Prepares and provides services and instruction that support the instructional program.
- c. Implements instruction of information skills.
- d. Provides for systematic development of library collection.
- e. Serves as a resource to teachers and students.
- f. Assists students and staff in the use of the library media center and resources.

2 – Professional Support Needed

- a. Attempts to establish appropriate long and short-range goals and objectives for the library media program.
- b. Makes an effort to prepare and provide services and instruction that support the instructional program.
- c. Makes a limited attempt to implement instruction of information skills.
- d. Makes some attempt to provide for systematic development of library collection.
- e. Makes a limited effort to serve as a resource to teachers and students.
- f. Gives limited assistance to students and staff in the use of the library media center and resources.

1 – Does Not Meet Standard

- a. Makes little attempt to establish appropriate long and short-range goals and objectives for the library media program.
- b. Does not prepare and provide services and instruction that support the instructional program.
- c. Makes little effort to implement instruction of information skills.
- d. Has no proof of systematic development of library collection.
- e. Does not serve as a resource to teachers and students.
- f. Does not assist students and staff in the use of the library media center and resources.

Overall rating: ____ Comments:

II. Management of the Library Media Program and Services

The library media specialist:

4 - Distinguished

- a. Meticulously maintains the library media program by scheduling and coordinating with teachers and staff.
- b. Establishes efficient maintenance of the library media collection by eliminating, selecting, and organizing.
- c. Improves circulation and catalogs via automated resources.
- d. Efficiently manages library media center services, staff, facility and budget.
- e. Actively coordinates resources to promote easy access and convenience.
- f. Creates and implements effective procedures for student learning.

3 – Proficient

- a. Maintains the library media program by scheduling and coordinating with teachers and staff.
- b. Maintains the library media collection by eliminating, selecting and organizing.
- c. Maintains circulation and catalogs via automated resources.
- d. Manages library media center services, staff, facility and budget.
- e. Coordinates resources to promote easy access and convenience.
- f. Manages students for effective learning environment.

2 – Professional Support Needed

- a. Attempts to maintain the library media program by scheduling and coordinating with teachers and staff with limited effectiveness.
- b. Puts few routines in place for maintaining the library media collection by eliminating, selecting and organizing.
- c. Makes an effort to maintain or improve circulation and catalogs via automated resources.
- d. Poorly manages library media center services, staff, facility and budget.
- e. Attempts some coordination of resources to promote easy access and convenience.
- f. Makes a little effort to manage students for an effective learning environment.

1 – Does Not Meet Standards

- a. Does not schedule and coordinate with teachers and staff.
- b. Puts few routine in place for maintaining the library media collection by eliminating, selecting and organizing.
- c. Makes little effort to maintain or improve circulation and catalogs via automated resources.
- d. Does not manage library media center services, staff, facility and budget.
- e. Does not coordinate resources to promote easy access and convenience.
- f. Does not make an effort to manage students for an effective learning environment.

Overall rating: ___ Comments:

III. Evaluation of Library Media Services and Related Student Knowledge/Skills

The library media specialist:

4 – Distinguished

- a. Constantly and methodically evaluates collection based on curriculum objectives and student interests.
- b. Constantly evaluates services including OPAC (Online Public Access Catalog), circulation, and electronic resources.
- c. Uses staff and student feedback to adjust programs and services to meet changing needs.
- d. Keeps up-to-date with current standards and aligns the media program with state and national standards.
- e. Creates and provides opportunities for integration with all aspects of the school program.
- f. Facilitates duties, responsibilities, time schedules, and staff to effectively manage the library.

3 – Proficient

- a. Evaluates the collection based on curriculum objectives and student interests.
- b. Periodically evaluates services including OPAC, circulation, and electronic resources.
- c. Adjusts programs and services to meet changing needs.
- d. Aligns the media program with state and national standards.
- e. Provides opportunities for integration with all aspects of the school program.
- f. Coordinates duties, responsibilities, time schedules, and staff to effectively manage the library.

2 – Professional Support Needed

- a. Sometimes evaluates the collection based on curriculum objectives and student interests.
- b. Generally evaluates services including OPAC, circulation, and electronic resources.
- c. Sometimes adjusts programs and services to meet changing needs.
- d. Makes some attempts to align the media program with state and national standards, with limited success.
- e. Occasionally provides opportunities for integration with all aspects of the school program.
- f. Sometimes monitors duties, responsibilities, time schedules, and staff to effectively manage the library.

1 – Does Not Meet Standard

- a. Makes no attempt to evaluate the collection based on curriculum objectives and student interests.
- b. Rarely evaluates services including OPAC, circulation, and electronic resources.
- c. Makes few or infrequent adjustments to programs and services to meet changing needs.
- d. Makes little or not attempts to align the media program with state and national standards.
- e. Rarely provides opportunities for integration with all aspects of the school program.
- f. Does not monitor duties, responsibilities, time schedules, and staff to effectively manage the library.

Overall rating:___ Comments:

IV. Positive Learning Climate

The library media specialist:

4 – Distinguished

- a. Demonstrates genuine caring and respect for individual students.
- b. Consistently encourages students to do their best.
- c. Consistently seeks, accepts and uses student ideas, questions and responses.
- d. Consistently communicates high expectations with effective praise to reinforce success.
- e. Demonstrates positive verbal language and positive nonverbal cues.
- f. Creates and maintains physical environment conducive to learning.

3 – Proficient

- a. Is friendly and demonstrates general warmth, caring, and respect.
- b. Encourages students to do their best.
- c. Accepts and uses student ideas, questions and responses.
- d. Communicates high expectations.
- e. Uses positive verbal language and positive nonverbal cues.
- f. Maintains physical environment conducive to learning.

2 – Professional Support Needed

- a. Is generally warm and caring, but may reflect occasional inconsistencies, favoritism, or disregard for students.
- b. Attempts to encourage students to do their best.
- c. Rarely accepts or uses student ideas, questions and responses.
- d. Sometimes communicates high expectations.
- e. Attempts to use positive verbal language and positive nonverbal cues.
- f. Attempts to maintain physical environment conducive to learning.

1 – Does Not Meet Standard

- a. Interacts negatively, sarcastically, or inappropriately with students.
- b. Fails to encourage students to do their best.
- c. Does not accept or use student ideas, questions and responses.
- d. Rarely communicates high expectations.
- e. Rarely attempts to use positive verbal language and positive nonverbal cues.
- f. Does not maintain physical environment conducive to learning.

Overall rating: ___ Comments:

V. Communication with Staff, Students and the Public

The library media specialist:

4 – Distinguished

- a. Speaks clearly, correctly, and coherently to communicate successfully with students, staff and the public.
- b. Writes clearly, correctly, and coherently to communicate successfully with students, staff and the public.
- c. Constantly and effectively promotes library materials and the library program with staff and students.
- d. Constantly and successfully promotes the library as a gateway to additional reading materials and information networks.
- e. Develops engaging displays and exhibits to promote reading; environment maximizes learning.
- f. Initiates activities that promote and encourage reading for enjoyment, academic achievement and life-long learning.

3 – Proficient

- a. Speaks clearly, correctly, and coherently.
- b. Writes clearly, correctly, and coherently.
- c. Effectively promotes library materials and the library program with staff and students.
- d. Promotes the library as a gateway to additional reading materials and information networks.
- e. Develops displays and exhibits to promote reading; environment is stimulating.
- f. Promotes and encourages reading for enjoyment, academic achievement and life-long learning.

2 – Professional Support Needed

- a. Sometimes speaks clearly, correctly, and coherently.
- b. Sometimes writes clearly, correctly, and coherently.
- c. Occasionally promotes library materials and the library program with staff and students.
- d. Occasionally promotes the library as a gateway to additional reading materials and information networks.
- e. Sometimes develops displays and exhibits to promote reading; environment is bland.
- f. Reluctantly promotes and encourages reading for enjoyment, academic achievement and life-long learning.

1 – Does Not Meet Standard

- a. Does not speak clearly, correctly, and coherently.
- b. Does not write clearly, correctly, and coherently.
- c. Rarely promotes library materials and the library program with staff and students.
- d. Does not promote the library as a gateway to additional reading materials and information networks.
- e. Does not develop displays and exhibits to promote reading; environment may be uninviting.
- f. Does not promote and encourages reading for enjoyment, academic achievement and life-long learning.

Overall rating: ___ Comments:

VI. Professional Development and Leadership

The library media specialist:

4 – Distinguished

- a. Actively participates in professional organizations and/or state regional or national conferences.
- b. Actively participates in professional development available through the school district, state, or formal course work.
- c. Initiates/uses ideas from books, journals, websites, Internet dialog with colleagues and organizations to improve service to students and staff.
- d. Initiates leadership in identifying and resolving issues and problems facing education.
- e. Initiates activities and projects in the school or district.
- f. Develops and conducts workshops/training sessions to share ideas, materials and resources.

3 – Proficient

- a. Participates in professional organizations and/or attends state regional or national conferences.
- b. Participates in professional development available through the school district, state or formal course work.
- c. Uses ideas from books, journals, websites, Internet dialog with colleagues, & organizations to improve service to students & staff
- d. Provides leadership in identifying and resolving issues and problems facing education.
- e. Provides activities and projects in the school or district.
- f. Conducts workshops/training sessions to share ideas, materials and resources.

2 – Professional Support Needed

- a. Sometimes participates in professional organizations and/or attends state, regional or national conferences.
- b. Occasionally participates in professional development available through the school district, state or formal course work.
- c. Sometimes uses ideas from books, journals, websites, Internet dialog with colleagues, and organizations to improve service to students & staff.
- d. Occasionally provides help in identifying and resolving issues and problems facing education.
- e. Occasionally provides activities and projects in the school or district.
- f. Reluctantly participates or conducts workshops/training sessions to share ideas, materials and resources.

1 – Does Not Meet Standard

- a. Rarely participates in professional organizations and/or attends state regional or national conferences.
- b. Declines to participate in professional development available through the school district, state, or formal course work
- c. Rarely uses ideas from books, journals, websites, Internet dialog with colleagues, and organizations to improve service to students and staff.
- d. Rarely provides help in identifying and resolving issues and problems facing education.
- e. Declines to provide activities and projects in the school or district.
- f. Rarely participates or conducts workshops/training sessions to share ideas, materials and resources.

Overall rating: ___ Comments:

VII. Performance of Professional Responsibilities

The library media specialist:

4 – Distinguished

- a. Presents oneself as a consummate professional; always observes appropriate boundaries.
- b. Is ethical, honest, and above board and uses good judgment and maintains confidentiality.
- c. Becomes a positive team player and volunteers ideas, expertise and time to the school and district.
- d. Continuously keeps administration informed about concerns and responds appropriately to constructive criticism.
- e. Collaborates with colleagues to plan units, share teaching ideas and look at student work.
- f. Designs and communicates ethical and responsible use of library-based technologies.

3 – Proficient

- a. Demonstrates professional demeanor and dress and maintains appropriate boundaries.
- b. Is ethical, honest and above board good judgment and maintains confidentiality.
- c. Is a positive team player and contributes ideas, expertise and time to the mission of the school and district goals.
- d. Keeps the administration informed about concerns and responds constructively to suggestions and criticism.
- e. Works with colleagues to plan units, share teaching ideas and look at student work.
- f. Practices and communicates ethical and responsible use of library-based technologies.

2 - Professional Support Needed

- a. Occasionally acts and/or dresses in an unprofessional manner and/or violates boundaries.
- b. Sometimes uses poor judgment, is less than completely honest, and/or discloses confidential information.
- c. Occasionally suggests an idea aimed at improving the school.
- d. Is reluctant to share concerns with administration or ask for help.
- e. Meets occasionally with colleagues to share ideas about teaching and students.
- f. Occasionally practices and communicates ethical and responsible use of library-based technologies.

1 – Does Not Meet Standard

- a. Frequently acts and/or dresses in an unprofessional manner and violates boundaries.
- b. Acts in an ethically questionable manner, uses poor judgment, and discloses student information.
- c. Rarely, if ever, contributes ideas that might help improve the school.
- d. Does not keep administration informed and does not respond constructively to suggestions and criticism.
- e. Meets infrequently with colleagues; conversations lack educational substance.
- f. Fails to voice concerns or constantly complains, and does not display responsible use of library-based technology.

Overall rating:___ Comments:

Professional Rubrics Summary Page
Library Media

Library Media Specialist's name _____ School year _____

School _____ Subject area/Grade level _____

Evaluator _____

Average Ratings on Individual Rubrics:

I. Prepares and Provides for Delivery of Services

Distinguished Proficient Prof. Support Needed Does Not Meet Standards

II. Management of the Library Media Program and Services

Distinguished Proficient Prof. Support Needed Does Not Meet Standards

III. Evaluation of Library Media Services and Related Student Knowledge/Skills

Distinguished Proficient Prof. Support Needed Does Not Meet Standards

IV. Positive Learning Climate

Distinguished Proficient Prof. Support Needed Does Not Meet Standards

V. Communication with Staff, Students and the Public

Distinguished Proficient Prof. Support Needed Does Not Meet Standards

VI. Professional Development and Leadership

Distinguished Proficient Prof. Support Needed Does Not Meet Standards

VII. Professional Responsibilities

Distinguished Proficient Prof. Support Needed Does Not Meet Standards

Overall Rating:

Distinguished Proficient Prof. Support Needed Does Not Meet Standards

Overall Comments by Principal/Director:

Overall Comments by Library Media Specialist:

Principal's/Director's signature _____ Date _____

Library Media Specialist's signature _____

Date _____

(Library Media Specialist's signature indicates he/she has seen and discussed the professional rubrics summary. It does not necessarily denote agreement with the report.)