KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT
CERTIFICATED EVALUATION AND PROFESSIONAL GROWTH - LIBRARIAN

NAME:_____ ASSIGNMENT:_____ SCHOOL YEAR:_____

LOCATION:_____ NON-TENURED: TENURED: EVALUATOR:_____

Statement of Purpose

In developing a framework for evaluating certificated employee performance and professional growth, the Ketchikan Gateway Borough School District reaffirms the commitment to excellence that has existed in the District for many years. This process also confirms the strong belief that excellent schools are a direct result of the professionals that work daily with the children of the community. It is the belief that the development of a framework for professional practice will serve the needs of all educators. In the case of a novice teacher, it will promote growth and provide needed guidance for day to day improvement. For the veteran educator, the framework will provide the collegiality and support needed to constantly improve and refine one's practice. In all cases the framework provides a common set of core teaching standards that give focus to the evaluation process and professional growth. *Elements and standards have been developed using Enhancing Professional Practice; Charlotte Danielson and Effective Supervision; Robert Marzano, Tony Frontier, and David Livingston.*

Rating System

Exemplary/Proficient means the school professional consistently demonstrated those skills and behavior during the evaluation cycle.

Developing means the school professional is satisfactorily working to develop those skills and behaviors required to be proficient/mastery.

Unsatisfactory means the school professional consistently failed to demonstrate those skills and behavior during the evaluation cycle. *A Targeted Plan For Improvement is required for areas that are unsatisfactory.*

   Acceptable professional evaluation is not a guarantee of future employment with the district.

SUMMATIVE EVALUATION ON EACH STANDARD
Rating scale= Exemplary 3, Proficient 2, Developing 1, Unsatisfactory 0

STANDARD 1 *8 Elements total possible = 24*	**STANDARD 2** *7 Elements total possible 21*
Exemplary = 21-24, no unsatisfactory ratings. ___x3 = _____	Exemplary = 18-21, no unsatisfactory ratings. ___x3 = _____
Proficient = 18-21, no unsatisfactory ratings. ___x2 = _____	Proficient = 13-17, no unsatisfactory ratings. ___x2 = _____
Developing = 13-17, one unsatisfactory rating. ___x1 = ____	Developing = 8-12, one unsatisfactory rating. ___x1 = _____
Unsatisfactory = less than 13, 2 unsatisfactory ratings.	Unsatisfactory = less than 8, 2 unsatisfactory ratings.
Total _____	Total _____
STANDARD 3 *5 Elements total possible 15*	**STANDARD 4** *6 Elements total possible 18*
Exemplary = 13-15, no unsatisfactory ratings. ___x3 = _____	Exemplary = 15-18, no unsatisfactory ratings. ___x3 = _____
Proficient = 9-12, no unsatisfactory ratings. ___x2 = _____	Proficient = 11-14, no unsatisfactory ratings. ___x2 = _____
Developing = 5-8, one unsatisfactory rating. ___x1 = _____	Developing = 6-10, one unsatisfactory rating. ___x1 = _____
Unsatisfactory = less than 5, 2 unsatisfactory ratings.	Unsatisfactory = less than 5, 2 unsatisfactory ratings.
Total _____	Total _____

EVALUATOR'S RECOMMENDATION: No recommendation at this time: Recommend continued employment:

Recommend continued employment with Targeted Plan For Improvement: Recommend non-renewal continued employment:

_____ Date:_____   _____ Date:_____
               Evaluator's Signature   Employee's Signature

Signature indicates the employee has seen the evaluation and the administrator has conferenced with the employee regarding the evaluation. Signature is required but does not necessarily indicate agreement with the evaluation. Employees may attach written comments to the evaluation within 72 hours of receipt of the evaluation. Evaluation becomes final after 24 hours from signature.

STANDARD 1: SUPPORTS ALL STUDENTS AND STAFF

ELEMENT	UNSATISFACTORY	DEVELOPING	PROFICIENT	EXEMPLARY
1a: Maintains current and in-depth knowledge about the complete range of educational and informational resources.	Librarian displays little knowledge about the complete range of educational and informational resources available.	Librarian displays some knowledge about the complete range of educational and informational resources available.	Librarian displays comprehensive knowledge about the complete range of educational and informational materials resources.	Librarian displays extensive knowledge about the complete range of educational and informational resources available.

COMMENTS:

ELEMENT	UNSATISFACTORY	DEVELOPING	PROFICIENT	EXEMPLARY
1.b: Matches individual teacher and students needs with appropriate materials.	Librarian does not work directly with teachers and/or students to match needs with appropriate materials.	Librarian works with some students and teachers to match them with appropriate materials.	Librarian works with all students and staff to match them with appropriate materials.	Librarian reaches out to students and staff to provided needed resources and match them with appropriate material.

COMMENTS:

ELEMENT	UNSATISFACTORY	DEVELOPING	PROFICIENT	EXEMPLARY
1c: Develops and implements a collection management policy that provides access to current and appropriate materials for the entire school community. (Internet, inter library loans, external media)	Librarian does not develop or implement a collection management policy that provides access to current and appropriate materials for the entire school community. (Internet, inter library loans, external media)	Librarian has developed and implemented some collection management policies that provide access to current and appropriate materials for the entire school community. (Internet, inter library loans, external media)	Librarian has developed and implemented standard collection management policies that provide access to current and appropriate materials for the entire school community. (Internet, inter library loans, external media)	Librarian has created extensive management and collection policies that provide access to current and appropriate materials for the entire school community. (Internet, inter library loans, external media)

COMMENTS:

ELEMENT	UNSATISFACTORY	DEVELOPING	PROFICIENT	EXEMPLARY
1d: **Integrates the use of available technology for learning and teaching.**	Librarian does not support the integration of available technology in learning and teaching.	Librarian is developing ways to support the integration of available technology in learning and teaching.	Librarian has developed systems to support the integration of available technology in learning and teaching.	Librarian has developed extensive methods to support the integration of **available** technology in learning and teaching.

COMMENTS:

ELEMENT	UNSATISFACTORY	DEVELOPING	PROFICIENT	EXEMPLARY
1e: Develops and implements procedures that provide access to current and appropriate resources for the entire school community.	Librarian demonstrates little or no familiarity implementing procedures that provide access to current and appropriate resources for the entire school community.	Librarian demonstrates some familiarity implementing procedures that provide access to current and appropriate resources for the entire school community.	Librarian has implemented procedures that provide access to current and appropriate resources for the entire school community.	Librarian has fully implemented procedures that provide multiple points of access to current and appropriate resources for the entire school community.

COMMENTS:

ELEMENT	UNSATISFACTORY	DEVELOPING	PROFICIENT	EXEMPLARY
1f: Assists students and staff through comprehensive reference services, bibliographies, resources lists, Internet access, interpreting and communicating intellectual content.	Fails to assists students and staff with reference services, bibliographies, resources lists, Internet access, interpreting and communicating intellectual content.	Provides limited assistance to students and staff using reference services, bibliographies, resources lists, Internet access, interpreting and communicating intellectual content.	Provides assistance to students and staff using reference services, bibliographies, resources lists, Internet access, interpreting and communicating intellectual content.	Provides extensive assistance to students and staff using reference services, bibliographies, resources lists, Internet access, interpreting and communicating intellectual content.

COMMENTS:

ELEMENT	UNSATISFACTORY	DEVELOPING	PROFICIENT	EXEMPLARY
1g: Designs programs and services in collaboration with teachers and others.	Librarian does not collaborate with teachers and others in designing programs and services.	Librarian is developing ways to collaborate with teachers and others to design programs and services.	Librarian has developed systems of communication to collaborate with teachers and others in designing programs and services.	Librarian has developed extensive verbal and written communication resources to collaborate with teachers and others in designing programs and services.

COMMENTS:

ELEMENT	UNSATISFACTORY	DEVELOPING	PROFICIENT	EXEMPLARY
1h: Encourage students and staff in reading for understanding and enjoyment.	Librarian does not encourage students and staff in reading for understanding and enjoyment.	Librarian passively encourages students and staff in reading for understanding and enjoyment.	Librarian actively encourages students and staff in reading for understanding and enjoyment.	Librarian has developed extensive and integrated programs that encourage students and staff in reading for understanding and enjoyment.

COMMENTS:

ELEMENT	UNSATISFACTORY	DEVELOPING	PROFICIENT	EXEMPLARY
2a: Creates and organizes the physical environment to welcome and engage students and staff.	Physical environment is not organized to engage and welcome students and staff.	Some aspects of the physical environment are organized to engage and welcome students and staff.	The physical environment is organized to engage and welcome students and staff.	Extensive organization of the physical environment has been achieved to engage and welcome students and staff.

COMMENTS:

ELEMENT	UNSATISFACTORY	DEVELOPING	PROFICIENT	EXEMPLARY
2b: Establishes a climate that promotes fairness and mutual respect.	Negativity, insensitivity, sarcasm, and put-downs characterize interactions both between librarian and teachers/students and among students.	Librarian attempts to create a climate free of negativity, insensitivity, sarcasm, and put-downs.	Civility and respect characterize interactions between librarian and teachers/students and among students.	Students play an important role in ensuring positive interactions. Relationships are defined by high levels of respect and sensitivity.

COMMENTS:

ELEMENT	UNSATISFACTORY	DEVELOPING	PROFICIENT	EXEMPLARY
2c: Establishes and maintains high standards for student behavior.	There is no evidence that standards of conduct have been established, and little or no monitoring of student behavior. Response to student misbehavior is ineffective.	An effort has been made to establish standards of conduct for students. Librarian tries, with uneven results, to monitor student behavior and respond to student misbehavior.	Standards for conduct are clear, student behavior is monitored against these standards and response to misbehavior is appropriate, dignified, and effective.	Standards for conduct are clearly defined and posted. Students participate in monitoring against these standards and responding to misbehavior. Librarian response to misbehavior is subtle and sensitive.

COMMENTS:

ELEMENT	UNSATISFACTORY	DEVELOPING	PROFICIENT	EXEMPLARY
2e: Selects the most appropriate resources and equipment, both traditional and electronic, for student and staff learning.	Shows no effort to select appropriate resources and equipment, both traditional and electronic. Relies solely on past practice.	Uses limited standards and processes to select most appropriate resources and equipment, both traditional and electronic.	Uses a variety of standards and sources to select the most appropriate resources and equipment, both traditional and electronic.	Uses a variety of standards and sources, including staff and student input, to select the most appropriate resources and equipment, both traditional and electronic.

COMMENTS:

ELEMENT	UNSATISFACTORY	DEVELOPING	PROFICIENT	EXEMPLARY
2f: Encourages flexible access to the programs and services of the library media program to optimize scheduling, space management, and materials circulation.	Library access is rigid and established without regard to student and staff needs.	Library access is determined by convenience to library staff with little consideration for student and staff needs.	Library access is developed to meet the needs of the majority of staff and students. Schedules are built to ensure the greatest number of students and staff can access programs and services at one time.	Library access has been developed with the input of students and staff to ensure the greatest possible opportunity for all students to access programs and services within the greatest time frame possible.

COMMENTS:

ELEMENT	UNSATISFACTORY	DEVELOPING	PROFICIENT	EXEMPLARY
2g: Maintains collections, patron records, and inventory using the database management system.	Collection is not maintained using the database management system.	Attempts are made to maintain collections, patron records, and inventory using that database management system.	Collections, patron records, and inventory are accurately maintained using that database management system.	Collection, patron records, and inventory are accurately maintained using the data-base management system. Support and mentoring is provided to other librarians.

COMMENTS:

ELEMENT	UNSATISFACTORY	DEVELOPING	PROFICIENT	EXEMPLARY
2h: Maintains materials, resources, books, equipment, and physical environment.	Materials, resources, books, equipment, and physical environment are not in order or maintained.	Attempts are made to maintain materials, resources, books, equipment, and physical environment.	Materials, resources, equipment, and physical environment are maintained and provided patrons with effective library services and environment.	Materials, resources, equipment and physical environment are maintained in a pro-active manner that provides exceptional library services and environment to patrons.

COMMENTS:

STANDARD 3: SUPPORTING CURRICULUM AND LEARNING

ELEMENT	UNSATISFACTORY	DEVELOPING	PROFICIENT	EXEMPLARY
3a: Maintains current and comprehensive knowledge of the curriculum, student characteristics, and instructional needs.	Librarian shows no evidence of current and comprehensive knowledge of curriculum, student characteristics, and instructional needs.	Librarian has limited knowledge of current and comprehensive curriculum, student characteristics, and instructional needs.	Librarian stays abreast of current and comprehensive knowledge of the curriculum, student characteristics, and instructional needs.	Librarian fully engages with other professionals and participates fully in professional development to help develop current and comprehensive curriculum, and to understand student characteristics, and instructional needs.

COMMENTS:

ELEMENT	UNSATISFACTORY	DEVELOPING	PROFICIENT	EXEMPLARY
3b Collaborates with teachers in the delivery of curriculum and learning.	Librarian does not collaborate with teachers in the delivery of curriculum and learning.	Librarian has established limited collaboration with teachers in the delivery of curriculum and learning.	Librarian works collaboratively with teachers in the delivery of curriculum and learning.	Librarian actively seeks out ways to collaborate with teachers in the delivery of curriculum and learning.

COMMENTS:

ELEMENT	UNSATISFACTORY	DEVELOPING	PROFICIENT	EXEMPLARY
3c: Maintains a continuous collection development and evaluation process.	Continuous collection maintenance and evaluation process has not been established.	Continuous collection maintenance and evaluation process has been established but is used with inconsistency and ambiguity.	Continuous collection maintenance and evaluation process has been established and used with consistency and clarity.	Continuous collection maintenance and evaluation process has been clearly communicated to staff and is used to support the curriculum.

COMMENTS:

ELEMENT	UNSATISFACTORY	DEVELOPING	PROFICIENT	EXEMPLARY
3d: Maintains and uses a variety of appropriate and up-to-date tools and techniques.	There is no evidence that the use of up-to-date and appropriate tools and techniques are used in the Library.	Limited use of up-to-date and appropriate tools and techniques in the Library is evident.	Use of up-to-date and appropriate tools and techniques are used to efficiently and effectively operate the library.	Use of up-to-date and appropriate tools and techniques are used to efficiently and effectively operate the library. The Librarian continuously seeks out new and innovative uses of appropriate tools and techniques to enhance library service.

COMMENTS:

ELEMENT	UNSATISFACTORY	DEVELOPING	PROFICIENT	EXEMPLARY
3e: Promotes learning resources by circulating evaluations of materials and equipment.	Librarian displays no interest in promoting learning resources and equipment.	Librarian attempts to promote resources but has not developed ways to maintain and circulate evaluations of materials and equipment.	Librarian promotes resources and has developed ways to maintain and circulate evaluations of materials and equipment.	Librarian has engaged directly with staff and students to promote resources and has developed easy to use evaluations of materials and equipment that enhance instruction and learning.

COMMENTS:

ELEMENT	UNSATISFACTORY	DEVELOPING	PROFICIENT	EXEMPLARY
4a: Reflecting on library services.	Librarian does not accurately assess the effectiveness of the programs, and has no ideas about how to improve services.	Librarian provides a partially accurate and objective description of the library services, but does not cite specific evidence. Librarian makes only general suggestions as to how the library might be improved.	Librarian provides an accurate and objective description of the library services, citing specific evidence. Librarian makes some specific suggestions as to how the library might be improved.	Librarian's reflection on the services is thoughtful and accurate, citing specific evidence. Librarian draws on an extensive repertoire to constantly improve library services.

COMMENTS:

ELEMENT	UNSATISFACTORY	DEVELOPING	PROFICIENT	EXEMPLARY
4b: Communication and collaboration.	Librarian's communication and collaboration with staff/students, about the library program, or about educational resources, is sporadic or inappropriate.	Librarian adheres to school procedures for communicating and collaborating with staff/students. Communication and collaboration about the library programs and/or educational resources is limited. Communications and collaboration is not always appropriate.	Librarian communicates and collaborates frequently with staff/students about the library program and/or educational resources. Information to staff/students about library programs and educational resources is appropriate.	Librarian successfully engages staff/students in the library program. Librarian's communication and collaboration with staff/students about the library program and/or educational resources is frequent and appropriate.

COMMENTS:

ELEMENT	UNSATISFACTORY	DEVELOPING	PROFICIENT	EXEMPLARY
4c: Participates in a the professional community.	Librarian avoids participating in a professional community or in school and district events and projects; relationships with colleagues are negative or self-serving.	Librarian becomes involved in the professional community and in school and district events and projects when specifically asked; relationships with colleagues are cordial.	Librarian participates actively in the professional community, and in school and district events and projects, and maintains positive and productive relationships with colleagues.	Librarian makes a substantial contribution to the professional community, to school and district events and projects, and assumes a leadership role among the faculty.

COMMENTS:

ELEMENT	UNSATISFACTORY	DEVELOPING	PROFICIENT	EXEMPLARY
4d: Growing and developing professionally.	Librarian does not participate in professional development activities and makes no effort to share knowledge with colleagues. Librarian is resistant to feedback from supervisors or colleagues.	Librarian participates in convenient or required professional development activities, and makes limited contributions to the profession. Librarian accepts, with reluctance, feedback form supervisors or colleagues	Librarian seeks out opportunities for professional development based on an individual need or interest and actively shares expertise with others. Librarian welcomes feedback from supervisors or colleagues.	Librarian actively pursues professional development opportunities, and initiates activities to contribute to the profession. Librarian seeks out feedback from supervisors and colleagues.

COMMENTS:

ELEMENT	UNSATISFACTORY	DEVELOPING	PROFICIENT	EXEMPLARY
4e: Demonstrating professionalism.	Librarian has little sense of ethics and professionalism, and contributes to practices that are self-serving or harmful to students. Librarian fails to comply with school and district regulations and timelines.	Librarian is honest and well-intentioned in serving students and contributing to decisions in the school, but attempts to serve students are limited. Librarian complies minimally with school district regulations and timelines.	Librarian displays a high level of ethics and professionalism in dealings with both students and colleagues, and complies fully and voluntarily with school district regulations and timelines.	Librarian maintains and models the highest ethical standards to ensure district regulations and timelines are followed and that all students and colleagues are honored.

COMMENTS:

ELEMENT	UNSATISFACTORY	DEVELOPING	PROFICIENT	EXEMPLARY
4f: Follows professional standards from ALA and AASL.	Librarian has little knowledge of ALA and AASL standards.	Librarian has limited knowledge of ALA and AASL standards and adherence to standards is sporadic.	Librarian has understanding of and follows professional standards as outlined by ALA and AASL.	Librarian has deep understanding of ALA and AASL professional standards and adheres to the principles of the standards in carrying out the functions of the position of librarian.

COMMENTS: