

School Library Media Coordinator Evaluation Artifacts/Evidence

Standard 1: School Library Media Coordinators demonstrate leadership.

<p><i>a. School Library Media Coordinators lead in the school library media center and media program to support student success.</i></p>	<ul style="list-style-type: none"> ● Written goals for the media program ● Mission Statement ● Facilitate planning for new resources ● Media & Technology Advisory Committee-Chairperson (Evaluate, set direction & share with MTAC, SIT, etc.) ● Plan/facilitate professional development ● Promote lesser-used resources ● Identify needs of students and staff ● Collaborative teaching (lessons, e-portfolio, online media reports, forms, emails, Google Docs, schedule, grade level planning documentation) ● Gather knowledge about diverse learners (Teacher input, Test Scores both formal & informal, IEPs etc.) ● Accessible physical environment ● Establish caring, inviting atmosphere ● Lesson Plans: incorporates multiple teaching strategies and pedagogy for the 21st Century Learner ● Demonstrates knowledge of 21st century skills, Common Core, and Essential Standards through lessons, projects and resources provided ● Lessons aligned with CC/ES ● Collection development ● Volunteer our services/expertise ● Supports an on-line environment/webpage/Twitter/Facebook ● Student/staff surveys ● Book fairs, Children’s Book Week, National Library Week, Read Across America, Young Author’s Day ● Parent Nights ● Research and purchase resources and materials ● Media coordinator, facility and resources are accessible i.e. flexible schedule ● Model 21st Century Skills ● Training volunteers, media assistants, student media assistants ● District Level Committees (E-reader, Calendar, PAC Rep., NCAE Rep. etc.) ● State/National Level Committees ● Present at District Level (TQE Day) ● Present at State Conferences (NCSLMA, NCTIES, etc.) ● Attain/Renew NBPTS and/or other certifications applicable to professions ● Participate in grade level and subject level planning ● Chair or provide leadership on school committees ● Lead clubs or participate in extra-curricular activities ● Troubleshoot technology for students and staff ● Manage online learning tools i.e. Moodle/Classcapes/Discovery Ed/databases etc. ● Media Reports ● Coordinates speakers ● Manage student produced school broadcasts ● Mentor other media coordinators
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<p><i>b. School Library Media Coordinators lead in their schools.</i></p>	<ul style="list-style-type: none"> ● PLCs documentation ● School Improvement Team documentation ● Sharing at faculty meeting ● Promoting intellectual freedom ● Supporting teachers in action research ● Identify resources to support CC ● Selection of materials ● Collaborative planning documentation ● Professional development (technology) provided to staff ● Exposing critical issues to Media/technology selection committees ● Promote/model copyright/Ethics ● Interview committee ● Peer reviews ● Reading initiatives/incentives ● Literacy fundraiser ● Support for special populations (EC, student assistance, IEP, etc.) Resource Alignment ● Organizing/management ● Modeling/teaching research skills/technology integration ● Teacher support (Literacy & CC) ● Flexible support systems (differentiated instruction necessitates differentiated resources) ● Provide resources/access to expertise and materials ● Team teaching ● Attend grade level/subject planning meetings ● Positive attitude ● Differentiate instruction ● Model different teaching styles/pedagogy ● Participates in Professional Development for oneself ● Building Leadership Team ● Rapport with all stakeholders ● Various stakeholders represented on MTAC & School Improvement Team ● Battle of the Books ● Selection /Evaluation Resources ● Technology Planning ● District Committees ● Budget decision making ● Promoting Web 2.0 tools that enhance classroom management needs ● Ability to troubleshoot technology problems within their power (dated log kept) ● Supervising Student Internships/Practicums ● Member of School Leadership Team ● Member of school Globalization Committee ● Serve as school webmaster ● Social media coordinator for school Twitter, Facebook, YouTube ● School admin for tools such as Moodle, ClassScape, Employee Directory, etc. ● Documentation to support need for appropriate staffing in the school library
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<p><i>c. School Library Media Coordinators advocate for effective media programs.</i></p>	<ul style="list-style-type: none"> ● Newsletters ● Website/Twitter/Facebook ● E-mail /Moodle/Google docs ● Professional Organization Activities ● NCSLMA Rubrics and Research ● Data Walls ● Formal recommendations made via committees (ie. technology needs, character education resources, reading programs that enhance reading skills) ● Recruiting volunteers to help provide support ● Communicating with administrators - Media and Technology Advisory Committee minutes ● Budget planning forms ● Grants ● Provide/share statistics for library usage ● Subscribe to professional journals and or share relevant articles ● Invite guest speakers to talk about the impact of reading, research, or libraries on their lives or careers ● Attend quarterly media meetings at the district level ● Write/participate in media blogs, discussion boards, listserv, or articles ● Partner with other schools ● Policies and Procedure Manual
<p><i>d. School Library Media Coordinators demonstrate high ethical standards.</i></p>	<ul style="list-style-type: none"> ● Copies of lesson plans and staff development sessions ● Access to signed photo release forms ● Citing sources and giving credit in his/her own presentations (ethics by example) ● Following Fair Use guidelines ● Presentations at staff meetings on Fair Use, digital literacy and copyright ● Lesson plans with a character education themes ● Referencing others' ideas and work (blogs, websites, publications) ● Emails from colleagues reflecting appreciation for being treated fairly? ● Share resources Pertaining to copyright/fair use/plagiarism via web site, online learning or staff development ● Availability of Reconsideration Forms for book challenges ● Documentation of copyright permissions i.e. software licenses, purchase orders

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Standard 2: School Library Media Coordinators build a learning environment that meets the instructional needs of a diverse population of students.	
<p><i>a. School Library Media Coordinators establish a learning environment that facilitates access to resources and addresses the learning needs of all members of the school community.</i></p>	<ul style="list-style-type: none"> ● Policies and procedures manuals ● Newsletters, articles, Listservs, Blogs ● Database subscription access and usage data ● Welcoming atmosphere ● Book displays, recommendations, book talks, book trailers ● Share resources and train teachers at faculty meetings ● Shelve, repair, pull books ● Signage ● Displays of student work ● Access to media center as needed throughout the day ● More than one group using the media center at a time ● Conduct orientation ● Collection management plan ● Photographs of Media Center accessibility/diversity ● PLC documentation ● Skype ● Collection analysis from Titlewise ● Global Awareness - displays in media center, bibliographies, artifacts ● Handouts from workshops with ideas for new resources ● Copy of Media Center schedule (showing access, open check-out) ● Media Center walk-in log ● Resources purchased to meet the needs of diverse populations (ESL, deaf, TTA) ● Media Center Usage Statistics ● Collaboration with teachers to assess information needs of students and staff
<p><i>b. School Library Media Coordinators provide appropriate resources, services, and instruction for learners at all stages of development.</i></p>	<ul style="list-style-type: none"> ● Student-created content ● Assessment data ● Professional Development Plans ● Reflective journaling ● Collaboratively produced lesson and unit plan ● Ebook information ● Provide students & teachers information on accessing and using database subscriptions ● Scaffolding lesson plans ● Promote literacy and encourage reading (EBoB, MBoB, NC Book Awards, Young Adult Book Award, book fair) ● Assist students in choosing a “just right” book ● Summer Reading Program ● Reading displays ● Evaluating/filling gaps in the collection based on changes in curriculum/standards ● Student lessons on access and using online resources and databases ● Utilization of Destiny

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Standard 3: School Library Media Coordinators implement a comprehensive 21st Century library media program.	
<p><i>a. School Library Media Coordinators develop a library collection that supports 21st century teaching and learning.</i></p>	<ul style="list-style-type: none"> ● Collection Management Plan (Titlewise Analysis) ● Collection Development Grant ● Inventory ● Purchase orders ● Copies of student and staff surveys ● Curriculum alignment documentation ● Weeding logs ● Collection stats and collection analysis data ● Professional Library Publications (ie. School Library Journal and Tech and Learning) ● Curriculum matrix (Google Docs or Live Binder) ● Meeting with sales rep and/or vendor ● Collaborate with teachers to assess information needs of students ● Stays abreast of emerging technology and trends for education ● Model new technologies for staff ● Weeding collection ● Utilize MTAC for assistance in the decision making process ● Collaborate with Instructional Technology Facilitator ● Attend professional development/conferences
<p><i>b. School Library Media Coordinators serve, promote and facilitate inquiry based instruction and the effective use of information and technology.</i></p>	<ul style="list-style-type: none"> ● Library Media Center Schedule ● Library Media Center Sign-up Sheets ● Collaboration Forms ● Lesson Plans ● Instructional Activity Log ● Research, Pathfinders, Webquests ● Documentation of work with staff, parents and other members of the school ● Titlewave Teacher Wish Lists ● Destiny Student Wish Lists ● Community ● Data walls ● Output Measures ● Outlook Calendar Shared ● Help Desk Tickets ● Displays

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Standard 4. School Library Media Coordinators demonstrate knowledge of learners and learning and promote effective instructional practices.	
<p><i>a. School Library Media Coordinators use effective pedagogy to infuse content-area curricula with 21st century skills.</i></p>	<ul style="list-style-type: none"> ● Lesson and unit plans ● Subscribe/participate in forums, blogs, listservs, PLCs etc. ● Use of Interactive Learning Tools (Moodle, Google Docs, ePals, Skype, ActivExpressions, Flipcharts, Destiny/Destiny Quest, etc.) ● Minutes from collaborative planning sessions (grade levels, virtual faculty meeting, committee meetings, etc.) ● Staff Development ● Team Teaching ● Instructional Technology Facilitators ● Utilization of Destiny features - digital content, inter-library loan, reviews, recommendations, ebooks, resource lists
<p><i>b. School Library Media Coordinators know the content appropriate to their teaching specialty.</i></p>	<ul style="list-style-type: none"> ● Collection management plan ● Documentation of PD attended, university coursework, professional Conference sessions i.e. NCTIES, NCSLMA, etc. ● Feedback regarding library/media resources from students and teachers ● Documentation of collaborative grade level planning sessions ● Collaboration with curriculum coordinators and Instructional Technology Facilitators ● PLC Meetings/Virtual Faculty Meetings ● County Pacing Guides, Common Core & Essential Standards ● Library Orientations of Safe and Ethical use of materials ● Lesson Plans ● Examples of Students Work ● Attend/present at Conferences ● Participates in Higher Education (i.e. Advisory Committee, Teaching, Professional Organizations) ● Book fair ● Provide instructional assistance to students and teachers – locate appropriate resources, create pathfinders, newsletters, webquests, scavenger hunt, handouts/brochures ● Events/Celebrations – organize, host, assist ● Implements a research models (Ex. Big6/Super3)
<p><i>c. School Library Media Coordinators promote reading as a foundational skill for learning.</i></p>	<ul style="list-style-type: none"> ● Book fairs ● Book Talks ● Battle of the Books participation ● Children and Young Adult Book Award participation ● Summer reading programs ● Family Literacy Nights ● Reading across the community programs (community readers) ● Book Clubs ● Student reading records ● Partnerships with public library (library card records) ● Adult literacy courses ● Destiny circulation statistics ● Destiny Quest data (reviews/recommendations) ● Data walls

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<i>Standard 4 – Element C continued</i>	<ul style="list-style-type: none">● Special Events (Read Across America Day, National Library Week, Children’s Book Week, Teen Read Week, Banned Books Week)● Links on Library Website to other Libraries (Public)● Outreach Projects to Promote Literacy● Bulletin Boards/Displays● Partner with the various organizations to promote reading: Public Library, Literacy Council, etc.● Speakers i.e. mystery genre/detective, authors
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Standard 5: School Library Media Coordinators reflect on their practice.	
<p><i>a. School Library Media Coordinators analyze student learning.</i></p>	<ul style="list-style-type: none"> ● Formative and summative assessments ● Exit Surveys ● Student conferences ● Student work samples ● Logs (informal meetings and conversations) ● Evaluation tools ● Test scores in relation to homeroom circulation statistics and/or collaborative instruction ● Needs assessments ● Feedback from students and teachers ● Workshops on current educational trends ● Analyze student checkout history, circulation, top monthly titles checked out ● Conduct student interest inventories ● Utilize immediate feedback tools i.e. interactive white boards, response systems ● Develop rubrics for evaluating activities and projects ● Collaborate with teachers/staff to collect student data and assess instructional goals ● Reflect on media program and solicit input from staff/students
<p><i>b. School Library Media Coordinators link professional growth to their professional goals.</i></p>	<ul style="list-style-type: none"> ● Self-assessment documents ● Documentation of continuing education--articles, conferences ● Attend Conferences and implement/share new ideas/concepts ● Professional development syllabi ● Professional Growth Plan ● Memberships in professional organizations ● Professional Blogs/Forums ● Website Articles ● Videos ● Social Media sites ● Participation in a Professional Learning Networks (PLNs) ● Visit other media centers ● National Board Certification ● Master's degree
<p><i>c. School Library Media Coordinators function effectively in a complex, dynamic environment.</i></p>	<ul style="list-style-type: none"> ● Feedback from supervisor, students, parents, community members, colleagues ● Student and school needs assessments ● Action Research documentation ● Listservs, blogs, journals, etc. ● Memberships in professional organizations ● Training/workshops at the local, state, and national levels ● Presentations at school and district level meetings ● Flexible Scheduling ● Schedule of media program