NC School Library Media Coordinator Evaluation System

Lead...Build...Collaborate...Teach...Reflect
School library research consistently shows…

School library media programs that are strong and have a direct impact on student achievement are:

- Better-staffed (full-time certified school librarian with support staff)
- Better-funded to purchase local library resources
- Better-equipped technologically (i.e. more locally purchased technology resources beyond those provided by the state)
- Better-stocked with a variety of traditional print and non-print formats
- More accessible to students, individually and in groups during and beyond the school day.
Other characteristics associated with better test scores...
Best Practices for library programs that contribute to student achievement include…

- Library access is scheduled based on instructional needs
- SLMC and teacher design instructional units collaboratively
- SLMC provides professional development to faculty
- SLMC is appointed to school committees
- SLMC and principal meet regularly
- SLMC’s role is addressed in teacher hiring
Purpose of School Library Media Coordinator Evaluation Process

- Serve as a measurement of performance for SLMCs;
- Serve as a guide for SLMCs as they reflect upon and improve their effectiveness;
- Serve as the basis for the improvement of professional practice;
- Focus the goals and objectives of schools and districts as they support, monitor, and evaluate their SLMCs;
- Guide professional development programs for SLMCs;
- Serve as a tool in developing coaching and mentoring programs for SLMCs;
- Inform higher education institutions as they develop the content and requirements for SLMC programs.
## Let’s Compare Standards

### School Library Media Coordinators…

1. Demonstrate leadership.

2. Build a learning environment that meets the instructional needs of a diverse population of students.

3. Implement a comprehensive 21st century library media program.

4. Demonstrate knowledge of learners and learning and promote effective instructional practices.

5. Reflect on their practice.

### Teachers…

1. Demonstrate leadership.

2. Establish a respectful environment for a diverse population of students.

3. Know the content they teach.

4. Facilitate learning for their students.

5. Reflect on their practice.
## Evaluation Requirements for SLMC

<table>
<thead>
<tr>
<th></th>
<th>Probationary</th>
<th>Career</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Pre-Observation</strong></td>
<td><strong>One (1) conducted prior to first formal observation</strong></td>
<td></td>
</tr>
<tr>
<td>Conference</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Formal Observation(s)</strong></td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Formal Post-Observation Conference</strong></td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Informal Observations</strong></td>
<td></td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Summative Evaluation</strong></td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Other Requirements</strong></td>
<td>Multiple administrators confer regarding observation results and representation on the final/summative evaluation.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Options</strong></td>
<td>Administrators may choose to conduct additional observations. Likewise, the employee may request additional observations.</td>
<td></td>
</tr>
</tbody>
</table>
Clarification of Evaluation Procedures for Career Status SLMCs

A career-status school library media coordinator:

• Participates in a full evaluation process each year

• The principal shall conduct a minimum of three observations, at least one formal, and rate all elements and all standards on the Summary Rating Form.
Performance Rating Scale

- **Distinguished**: Consistently and significantly exceeded basic competence
- **Accomplished**: Exceeded basic competence most of the time
- **Proficient**: Demonstrated basic competence
- **Developing**: Demonstrated adequate growth toward achieving standards but did not demonstrate basic competence
### SLMC Evaluation Timeline

<table>
<thead>
<tr>
<th>Action</th>
<th>Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Evaluator</strong> provides the <strong>SLMC</strong> with a copy of the <em>Rubric for Evaluating North Carolina's School Library Media Coordinators</em>, the <em>NC School Library Media Coordinator Evaluation Process</em> and a schedule for completing all components of the evaluation process.</td>
<td>First 2 Weeks after school begins</td>
</tr>
<tr>
<td>Using the Rubric:</td>
<td></td>
</tr>
<tr>
<td>- The <strong>SLMC</strong> rates his/her own performance and reflects on it throughout year. It should be completed without input from others.</td>
<td>Prior to November 30th</td>
</tr>
<tr>
<td><strong>SLMC:</strong></td>
<td></td>
</tr>
<tr>
<td>- Completes <a href="#">SLMC Professional Growth Plan</a></td>
<td>Prior to November 30th</td>
</tr>
</tbody>
</table>
### SLMC Timeline Cont.

<table>
<thead>
<tr>
<th>Action</th>
<th>Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1st</strong> Formal Observation:</td>
<td></td>
</tr>
<tr>
<td>- <strong>Evaluator</strong> must complete one formal observation (at least 45 min. or the entire class period) using the <a href="#">Rubric for Evaluating North Carolina School Library Media Coordinators</a>. The <a href="#">SLMC Evaluation Artifacts &amp; Evidence</a> document is available to help determine ratings of Standards and Elements.</td>
<td>November 30th</td>
</tr>
<tr>
<td><strong>Post-Observation Conference:</strong></td>
<td></td>
</tr>
<tr>
<td>- <strong>Evaluator</strong> should schedule no later than 10 school days after formal observation.</td>
<td>Within 10 Days of Observation</td>
</tr>
<tr>
<td>- Discuss &amp; document on the Rubric, the strengths and weaknesses of performance during observed lesson</td>
<td></td>
</tr>
<tr>
<td><strong>2nd</strong> Observation (Formal or Informal)</td>
<td>February 28&lt;sup&gt;th&lt;/sup&gt;</td>
</tr>
<tr>
<td><strong>3rd</strong> Observation (Formal or Informal)</td>
<td>May 30&lt;sup&gt;th&lt;/sup&gt;</td>
</tr>
</tbody>
</table>
### SLMC Timeline Cont.

#### Summary Evaluation Form:
- Before end of year, **evaluator & SLMC** reexamine self-assessment, current PGP, classroom observations, artifacts submitted, etc. and complete the School Library Media Coordinator Summary Rating Form (Required).
  - Give a rating for each Element in the Rubric
  - Provide a written comment on any Element marked “Not Demonstrated”
  - Give an overall rating of each Standard
  - Provide the SLMC with the opportunity to add comments
  - Review the completed SLMC Summary Rating Form with the SLMC
  - Secure the SLMC’s signature

<table>
<thead>
<tr>
<th>Action</th>
<th>Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Summary Evaluation Form:</strong></td>
<td>May 30th</td>
</tr>
<tr>
<td>• Mid-Year and End-of-Year PGP Review</td>
<td>May 30th</td>
</tr>
</tbody>
</table>
## Summary Rating Form

### Standard 1: School Library Media Coordinators demonstrate leadership.

<table>
<thead>
<tr>
<th>Elements</th>
<th>Not Demonstrated</th>
<th>Developing</th>
<th>Proficient</th>
<th>Accomplished</th>
<th>Distinguished</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. School Library Media Coordinators lead in the school library media center and media program to support student success.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. School Library Media Coordinators lead in their schools.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. School Library Media Coordinators advocate for effective media programs.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>d. School Library Coordinators demonstrate high ethical standards.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Overall Rating for Standard

Rate each “Element”

Give an “Overall Rating for Standard”

Use ALL data to inform the ratings (observations, walkthroughs, artifacts, post-conference conversations, other observations during committee meetings, PLCs, etc.)
Professional Growth Plans

School Library Media Coordinators should develop a Professional Growth Plan to serve as a guide for improving their performance during the following school year.
Professional Growth Plan

<table>
<thead>
<tr>
<th>School Year:</th>
<th>Position/Subject Area:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td></td>
</tr>
<tr>
<td>School:</td>
<td></td>
</tr>
</tbody>
</table>

NC Professional Technology Facilitator Standards

1. Instructional Technology Facilitators demonstrate leadership.
2. Instructional Technology Facilitators demonstrate knowledge of learners and learning and promote effective instructional practices in a 21st century learning environment.
3. Instructional Technology Facilitators facilitate the implementation of a 21st century instructional technology program.
4. Instructional Technology Facilitators build a learning environment that meets the instructional needs of all students.
5. Instructional Technology Facilitators actively reflect on their practice.

<table>
<thead>
<tr>
<th>Standard(s) to be addressed:</th>
</tr>
</thead>
<tbody>
<tr>
<td>elements to be addressed:</td>
</tr>
</tbody>
</table>

Instructional Technology Facilitator’s Strategies

<table>
<thead>
<tr>
<th>Goals for Elements</th>
<th>Activities/Actions</th>
<th>Expected Outcomes and Evidence of Completion</th>
<th>Resources Needed</th>
<th>Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Goal 1:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Goal 2:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Goal 3:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Instructional Technology Facilitator’s Signature: ________________________________ Date: ____________

Administrator’s Signature: ________________________________ Date: ____________
Three Types of Professional Growth Plans

Individual Growth Plans

Monitored Growth Plans

Directed Growth Plans
Individual Growth Plans

School Library Media Coordinators who are:

• Rated at least “Proficient” on all Standards of the School Library Media Coordinator Summary Rating Form will complete an Individual Growth Plan.
Monitored Growth Plans

A SLMC should be placed on a Monitored Growth Plan if he/she is:

- Rated “Developing” on one or more of the Standards on the SLMC Summary Rating Form; and
- Is not recommended for dismissal, demotion or nonrenewal.
Directed Growth Plans

A SLMC should be placed on a Directed Growth Plan if he/she:

- Is rated:
  - “Not Demonstrated” on any Standard on the School Library Media Coordinator Summary Rating Form; or
  - “Developing” on one or more Standards on the School Library Media Coordinator Summary Rating Form for two sequential years; and
- Is not recommended for dismissal, demotion or nonrenewal.
Licensing and Career Status

Beginning School Library Media Coordinators
Effective 2013-14, beginning SLMCs must be rated “Proficient” on all five North Carolina Professional School Library Media Coordinator Standards on the most recent School Library Media Coordinator Summary Rating Form in order to be eligible for the Standard Professional 2 License.

Probationary School Library Media Coordinators
Effective 2013-14, a principal must rate a probationary school library media coordinator as “Proficient” on all five North Carolina Professional School Library Media Coordinator Standards on the most recent School Library Media Coordinator Summary Rating Form before recommending that school library media coordinator for career status.


“Collaboration in the School Library .” Van Meter Library Voice. 21 Jan 2014
http://vanmeterlibraryvoice.blogspot.com/2013/08/collaborationone-word-that-makes.html


“Graduate Student Commons.” NCSU Libraries. 21 Jan 2014
http://www.lib.ncsu.edu/huntlibrary/photosandvideogallery.


“UCPS Library Images.” Union County Public Schools. 21 Jan 2014
http://www.google.com/cse?cx=014572112851539038972%3Axtzhhldyt0q&ie=UTF-8&q=library+images&sa=Search+Site#gsc.tab=0&gsc.q=library%20images&gsc.page=1.
Contact Information

Lisa D. Phillips  
Library Media Services Coordinator  
Phone: 704-296-3143 ext. 2005  
Email: lisa.phillips@ucps.k12.nc.us

Jackie Simpson  
Library Media Services Coordinator  
Phone: 704-296-3143 ext. 2038  
Email: jackie.simpson@ucps.k12.nc.us