School Library Media Coordinator Summary Rating Form (Required)

This form is to be jointly reviewed by the school library media coordinator and evaluator or designee during the Summary Evaluation Conference conducted at the end of the year.

Name:_____
School: _____ School Year:_____
Evaluator: _____District:_____
Date Completed:_____ Evaluator's Title:_____

Standard 1: School library media coordinators demonstrate leadership.	Not Demonstrated	Developing	Proficient	Accomplished	Distinguished
Element a. School library media coordinators lead in the school library media center and media program to support student success.					
Element b. School library media coordinators lead in their schools.					
Element c. School library media coordinators advocate for effective media programs.					
Element d. School library media coordinators demonstrate high ethical standards.					
Overall Rating for Standard 1					

Comments: **Recommended actions for improvement:** **Resources needed to complete these actions:**	**Evidence or documentation to support rating:** ☐ Staff development documentation ☐ Newsletters ☐ Conference documentation ☐ Websites ☐ School improvement and/or other leadership team documents ☐ PLC and/or PLN documentation ☐ Email ☐ Informal communication with staff ☐ Collaboration forms ☐ Articles and presentation documentation ☐ Professional Organization Activities ☐ North Carolina School Library/Media Rubrics and Research

Standard 2: School library media coordinators build a learning environment that meets the instructional needs of a diverse population of students.	Not Demonstrated	Developing	Proficient	Accomplished	Distinguished
Element 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.					
Element b. School library media coordinators provide appropriate resources, services, and instruction for learners at all stages of development.					
Overall Rating for Standard 2					

Comments:

Recommended actions for improvement:

Resources needed to complete these actions:

Evidence or documentation to support rating:

- ☐ Student-created content
- ☐ Usage data
- ☐ Assessment data
- ☐ Collection Management Plan
- ☐ Professional development plans
- ☐ Documentation of Professional/Electronic Learning Community Activities
- ☐ Reflective journaling
- ☐ Blogs
- ☐ Articles Written by School Library Media Coordinator
- ☐ Listservs
- ☐ Newsletters

Standard 3: School library media coordinators implement a comprehensive 21st Century library media program.	Not Demonstrated	Developing	Proficient	Accomplished	Distinguished
Element a. School library media coordinators develop a library collection that supports 21st Century teaching and learning.					
Element b. School library media coordinators serve, promote and facilitate inquiry-based instruction and the effective use of information and technology.					
Overall Rating for Standard 3					

Comments:

Recommended actions for improvement:

Resources needed to complete these actions:

Evidence or documentation to support rating:

- ☐ Collection Management Plan
- ☐ Library Media Center Schedule
- ☐ Library Media Center Sign-Up Sheets
- ☐ Collaboration Forms
- ☐ Lesson Plans
- ☐ Research
- ☐ Documentation of Work with School Staff, Parents, and Other members of the School Community
- ☐ Output Measures
- ☐ Data Walls

Standard 4: School library media coordinators demonstrate knowledge of learners and learning and promote effective instructional practices.	Not Demonstrated	Developing	Proficient	Accomplished	Distinguished
Element a. School library media coordinators use effective pedagogy to infuse content-area curricula with 21st Century skills.					
Element b. School library media coordinators know the content appropriate to their teaching specialty.					
Element c. School library media coordinators promote reading as a foundational skill for learning.					
Overall Rating for Standard 4					

Comments:	**Evidence or documentation to support rating:**
Recommended actions for improvement:	☐ Documents written for a listserv ☐ Book Fairs ☐ Collection Management Plan ☐ Records of students who have public library cards ☐ Participation in Battle of the Books ☐ Summer reading programs ☐ Student and teacher feedback about the school's collection ☐ Community partnership activities ☐ Student reading records ☐ Family Reading Night ☐ Adult literacy courses ☐ Reading Across the Community Programs ☐ Book Clubs
Resources needed to complete these actions:	

Standard 5: School library media coordinators reflect on their practice.	Not Demonstrated	Developing	Proficient	Accomplished	Distinguished
Element a. School library media coordinators analyze student learning.					
Element b. School library media coordinators link professional growth to their professional goals.					
Element c. School library media coordinators function effectively in a complex, dynamic environment.					
Overall Rating for Standard 5					

Comments: **Recommended actions for improvement:** **Resources needed to complete these actions:**	Evidence or documentation to support rating: ☐ Self Assessment ☐ Documentation of continuing education ☐ Feedback from supervisor, students, parents, community members, colleagues ☐ Professional Growth Plan ☐ Student outcomes data ☐ Logs ☐ Action research documentation ☐ Memberships in professional organizations ☐ Formative and summative assessments ☐ Student and school needs assessments

_____ _____
School Library Media Coordinator Signature Date

_____ _____
Principal/Evaluator Signature Date

Note: The school library media coordinator's signature on this form neither represents acceptance nor approval of the report. It does, however, indicate that the school library media coordinator has reviewed the report with the evaluator and may reply in writing. The signature of the principal or evaluator verifies that the report has been reviewed and that the proper process has been followed according to the North Carolina State Board of Education Policy for the School Library Media Coordinator Evaluation Process.