## Standard CI: Library Media Specialist Demonstrates Proficiency as Religious Support Person.

CATHOLIC IDENTITY: Models and articulates the distinctly Catholic character of the school as expressed in the school's mission statement. It includes the four-fold mission of Christ: message, community, service, worship.

### A. Preserves and transmits Catholic traditions, values and beliefs in light of Vatican II.

Demonstrator	Exemplary	Proficient	Improvement Needed	Unsatisfactory
Preserves and transmits Catholic traditions, values, and beliefs in light of Vatican II.	Library Media Specialist demonstrates and practices a thorough knowledge and understanding of Catholic traditions, values and beliefs in light of Vatican II.	Library Media Specialist demonstrates a thorough knowledge and understanding of Catholic traditions, values and beliefs in light of Vatican II.	Library Media Specialist has some knowledge and understanding of Catholic traditions, values and beliefs in light of Vatican II.	Library Media Specialist ignores Catholic traditions, values, and beliefs in light of Vatican II.

Indicators include but are not limited to: understands the basic current teachings of the church; participates in the review and evaluation of the school's educational mission statement; speaks, acts and instructs students in a manner that is consistent with the current teachings of the Church on issues of faith and morals.

#### B. Demonstrates excellence and competence in selection and dissemination of religious resources and materials.

Demonstrator	Exemplary	Proficient	Improvement Needed	Unsatisfactory
Demonstrates excellence and competence in selection and dissemination of religious resources and materials.	Library Media Specialist selects, provides, and disseminates religious resources and materials to the school community.	Library Media Specialist provides religious resources and materials for the school community.	Library Media Specialist provides minimal religious resources and materials.	Library Media Specialist does not provide religious resources and materials.

Indicators may include, but are not limited to: includes Scripture, doctrine, morality, sacraments, prayer, liturgy and social teaching resources suited to the developmental level of the students in the library media center which are easily identified and accessible; circulation of religious resources and material; acquisition of religious resources and materials.

## Standard CI: Library Media Specialist Demonstrates Proficiency as Religious Support Person.

#### C. Facilitates the special bond of faith which connects the school as part of the larger Church community.

Demonstrator	Exemplary	Proficient	Improvement Needed	Unsatisfactory
Facilitates the special bond	Library Media Specialist	Library Media Specialist	Library Media Specialist	Library Media Specialist makes
of faith which connects the	provides opportunities to	promotes school as part of a	recognizes the relationship of	no effort to connect the school to
school as part of the larger	link school and Church as	larger faith community.	the school to the larger faith	the larger faith community.
Church community.	part of the larger faith		community.	
	community.			

Indicators may include but are not limited to: recognizes the responsibility to work in developing a faith community with all faculty/staff members; understands the role of the school as part of the total life of the parish; establishes and maintains open communication and cooperation with clergy, DRE, etc; follows policies and regulations of the Archdiocese and the school; contributes to a cooperative spirit within the school community among students, parents and the total educational staff of the parish; participates in faculty retreats and spiritual development programs.

Documentation may include, but is not limited to: observation; written communications; conversations with colleagues, parents and students.

#### D. Creates and maintains a climate where each person is nurtured in an atmosphere of care and respect.

Demonstrator	Exemplary	Proficient	Improvement Needed	Unsatisfactory
Creates and maintains a climate where each person is nurtured in an atmosphere of care and respect.	Library Media Specialist consistently creates and maintains a climate where each person is nurtured in an atmosphere of care and respect and encourages others to demonstrate care and respect.	Library Media Specialist exhibits, creates and maintains a climate where each person is nurtured in an atmosphere of care and respect.	Library Media Specialist consistently creates and maintains a climate where each person is nurtured in an atmosphere of care and respect.	Library Media Specialist does not create and maintain a climate where each person is nurtured in an atmosphere of care and respect.

Indicators may include, but are not limited to: addresses the needs of the whole student; integrates gospel values within all facets of the school day; makes decisions which reflect a sense of mercy and justice; demonstrates a respect for life; gives evidence of a positive attitude in speech and action; relates with staff, students and parents in a cooperative and concerned manner; welcomes all members of the community with a spirit of openness, acceptance and helpfulness; demonstrates a spirit of reconciliation. Documentation may include, but is not limited to: observation; nature of interactions; tone of conversations with colleagues, parents and students.

## E. Participates in liturgical, sacramental, retreat and prayer experiences which give witness to Catholic beliefs.

E. I articipates in nturgical, sacramental, retreat and prayer experiences which give witness to Cathone benefits.				
Demonstrator	Exemplary	Proficient	Improvement Needed	Unsatisfactory
Participates in liturgical, sacramental, retreat and	Library Media Specialist actively celebrates and	Library Media Specialist participates regularly in	Library Media Specialist participates on a limited basis	Library Media Specialist does not participate in liturgical,
prayer experiences which	participates in liturgical,	liturgical, sacramental, retreat	in liturgical, sacramental,	sacramental, retreat and prayer
give witness to Catholic beliefs.	sacramental, retreat and prayer experiences which	and prayer experiences which give witness to Catholic beliefs.	retreat and prayer experiences which give witness to Catholic	experiences which give witness to Catholic beliefs.
	give witness to Catholic beliefs.		beliefs.	

Indicators may include, but are not limited to: gives evidence of the importance of prayer and worship through active participation in celebration of varied forms of prayer with the faculty, students and parents.

Documentation may include, but is not limited to: observation

## 1.1 Plans long-range goals of the library media center program with faculty, administration, and students.

Demonstrator	Exemplary	Proficient	Improvement Needed	Unsatisfactory
Plans long-range goals of	Library Media Specialist's	Library Media Specialist's	Library Media Specialist	Library Media Specialist exhibits
the library media center	excellent long-range	long- range planning leads to	exhibits evidence of long-range	little evidence of long-range
program with faculty,	planning is evident.	achievement of goals.	planning but more is needed.	planning.
administration, and				
students.				

Indicators may include but are not limited to: shows an awareness of present status and future needs of the media center.

Documentation may include but is not limited to: long-range plan; up-to-date handbook of policies and procedures; written records; budget; current inventory of library holdings.

#### 1.2 Plans the budget based on the needs and objectives of the library media center.

Demonstrator	Exemplary	Proficient	Improvement Needed	Unsatisfactory
Plans the budget with the	Library Media Specialist's	Library Media Specialist plans	Library Media Specialist	Library Media Specialist exhibits
administration, school board and/or committees,	excellent planning leads to an effective budget	the budget based on the needs and objectives of the library	exhibits some evidence of planning a realistic budget for	little or no evidence of planning a budget for the library media
based on the needs and	reflecting the perceived	media center.	the library media center.	center.
objectives of the library	needs and objectives of the			
media center program.	library media center.			

*Indicators may include but are not limited to: shows an awareness of present status and future needs of the media center.* 

Documentation may include but is not limited to: long-range plan; up-to-date handbook of policies and procedures; written records; budget; current inventory of library holdings.

#### 1.3 Administers the budget according to the goals and objectives of the program.

Demonstrator	Exemplary	Proficient	Improvement Needed	Unsatisfactory
Administers the budget	Library Media Specialist	Library Media Specialist	Library Media Specialist	Library Media Specialist does
according to the goals	actively aligns effective	efficiently administers the	administers the budget	not administer the budget
and objectives of the	administration of the budget	budget according to the goals	according to the goals and	according to the goals and
program.	with the goals and objectives	and objectives of the program.	objectives of the program but	objectives of the program.
	of the program.		improvement is needed.	

Indicators may include but are not limited to: shows an awareness of present status and future needs of the media center.

Documentation may include but is not limited to: long-range plan; up-to-date handbook of policies and procedures; written records; budget; current inventory of library holdings.

#### 1.4 Meets with the principal to evaluate and discuss short-range goals and accomplishments for improving the library media center.

Demonstrator	Exemplary	Proficient	Improvement Needed	Unsatisfactory
Meets with the principal	Library Media Specialist	Library Media Specialist meets	Library Media Specialist meets	Library Media Specialist does
to evaluate and discuss	regularly discusses short-	with the principal and	with the principal but does not	not meet with the principal on an
short-range goals and	range plans and	effectively evaluates and	effectively evaluate and discuss	ongoing basis.
accomplishments for	accomplishments in the	discusses short-range goals and	short-range goals or	
improving the library	library media center and	accomplishments for improving	accomplishments for improving	
media center.	evaluates how these relate to	the library media center.	the library media center.	
	the overall instructional			
	program.			

Indicators may include but are not limited to: shows an awareness of present status and future needs of the media center.

Documentation may include but is not limited to: long-range plan; up-to-date handbook of policies and procedures; written records; budget; current inventory of library holdings.

# 1.5 Follows library media center policies, e.g. materials selection, collection development, circulation, challenged materials, copyright, and technology.

Demonstrator	Exemplary	Proficient	Improvement Needed	Unsatisfactory
Follows library media center policies, e.g. materials selection, collection development, circulation, challenged materials, copyright, and technology.	Library Media Specialist effectively follows outstanding policies for the library media center.	Library Media Specialist follows sound policies for the library media center.	Library Media Specialist does not effectively follow policies for the library media center.	Library Media Specialist does not follow policies for the library media center.

Indicators may include but are not limited to: shows an awareness policies and procedures.

Documentation may include but is not limited to: long-range plan; up-to-date handbook of policies and procedures; written records; budget; current inventory of library holdings.

## 1.6 Administers a flexible access library media program.

Demonstrator	Exemplary	Proficient	Improvement Needed	Unsatisfactory
Administers a flexible access library media program.	Library Media Specialist effectively administers a flexible access library media program that supports and enhances the instructional program.	Library Media Specialist effectively administers a flexible access library media program.	Library Media Specialist does not effectively administer a flexible access library media program	Library Media Specialist does not administer a flexible access library media program.

Indicators may include but are not limited to: shows an awareness of present status and future needs of the media center.

Documentation may include but is not limited to: long-range plan; up-to-date handbook of policies and procedures; written records; plan book; and schedule.

## 1.7 Develops plans for maintaining a technologically current facility and program.

Demonstrator	Exemplary	Proficient	Improvement Needed	Unsatisfactory
Develops plans for	Library Media Specialist	Library Media Specialist	Library Media Specialist	Library Media Specialist does
maintaining a	develops a comprehensive	develops an effective plan for	develops a plan for maintaining	not develop a plan for
technologically current	plan for maintaining a	maintaining a technologically	a technologically current media	maintaining a technologically
media center and	technologically current media	current media center and	center and program but the plan	current media center and
program.	center and program including	program.	is not comprehensive.	program.
	training opportunities for staff			
	and students when new			
	technology is introduced.			

Indicators may include but are not limited to: shows an awareness of present status and future needs of the media center.

Documentation may include but is not limited to: long-range plan; up-to-date handbook of policies and procedures; written records; budget; current inventory of holdings.

## 1.8 Follows nationally recognized professional standards such as AACR-2, latest edition of Dewey or Library of Congress, and MARC format in order to organize and maintain a current catalog of library materials.

Demonstrator	Exemplary	Proficient	Improvement Needed	Unsatisfactory
Follows nationally	Library Media Specialist	Library Media Specialist	.Library Media Specialist does	Library Media Specialist does
recognized professional	follows recognized	follows recognized professional	not consistently follow	not follow recognized
standards such as	professional standards in	standards in organizing,	recognized professional	professional standards in
AACR-2, latest edition	organizing, classifying, and	classifying, and maintaining a	standards in organizing,	organizing, classifying, and
of Dewey or Library of	maintaining a current catalog	current catalog of library	classifying, and maintaining a	maintaining a current catalog of
Congress, and MARC	of library materials and	materials.	current catalog of library	library materials.
format in order to	communicates these		materials.	
organize and maintain a	effectively to staff and			
current catalog of	students.			
library materials.				

Indicators may include but are not limited to: shows an awareness of skill and professional cataloging procedures

Documentation may include but is not limited to: up-to-date handbook of policies and procedures; written and electronic records; current inventory of library holdings.

## 1.9 Communicates with faculty and students about services, materials, programs, and media center.

Demonstrator	Exemplary	Proficient	Improvement Needed	Unsatisfactory
Communicates with	Library Media Specialist	Library Media Specialist	Library Media Specialist	Library Media Specialist does
faculty and students	communicates with faculty and	communicates with faculty	communicates with students	not consult with students and
about services,	students about services,	and students about services,	and faculty but does not heed	faculty regarding services,
materials, programs,	materials, programs, and media	materials, programs, and	their suggestions regarding	materials, programs, and media
and media center.	center and credits them for their	media center and accepts	services, materials, programs,	center.
	input when changes occur.	suggestions.	and media center.	

Indicators may include but are not limited to: communication and or notes from conferences.

Documentation may include but is not limited to: long-range plan; up-to-date handbook of policies and procedures; written records.

## 1.10 Evaluates media center programs, services, facilities, and materials informally and formally on a continuous basis – identifying strengths and weaknesses.

Demonstrator	Exemplary	Proficient	Improvement Needed	Unsatisfactory
Evaluates media center	Library Media Specialist	Library Media Specialist	Library Media Specialist does	Library Media Specialist
programs, services,	evaluates the media center	evaluates the media center	not consistently evaluate the	does not evaluate the media
facilities, and materials	programs, services, facilities and	programs, services, facilities	media center programs,	center programs, services,
informally and formally on	services on a continuous basis to	and services on a continuous	services, facilities and services	facilities and services on a
a continuous basis –	identify strengths and weaknesses	basis to identify strengths and	on a continuous basis to	continuous basis to identify
identifying strengths and	and modifies the program, etc. to	weaknesses.	identify strengths and	strengths and weaknesses.
weaknesses.	eliminate weaknesses.		weaknesses.	

Indicators may include but are not limited to: shows an awareness of present status and future needs of the media center; shows an awareness of the scope and sequence of the school's curriculum.

Documentation may include but is not limited to: long-range plan; up-to-date handbook of policies and procedures; written records; budget; current inventory of holdings.

#### 1.11 Maintains an attractive and current collection by making general repairs and weeding annually.

Demonstrator	Exemplary	Proficient	Improvement Needed	Unsatisfactory	
Maintains an attractive	Library Media Specialist	Library Media maintains an	Library Media Specialist does	Library Media Specialist does	
and current collection by making general repairs and weeding annually.	repairs and weeds the collection continuously keeping the library	attractive and current collection by making general repairs and weeding	not maintain an attractive and current collection, but takes inventory sometimes.	not maintain an attractive and current collection.	
	attractive and current.	annually.			

*Indicators may include but are not limited to: shows an awareness of policies and procedures.*Documentation may include but is not limited to: written policies, reports and observation.

# 1.12 Organizes and maintains the library media center as a functional, attractive, safe, and orderly environment for optimal use by students and faculty.

Demonstrator	Exemplary	Proficient	Improvement Needed	Unsatisfactory
Organizes and maintains	Library Media Specialist	Library Media Specialist	Library Media Specialist does	Library Media Specialist
the library media center as	always maintains the library	generally maintains the library	not always maintain the library	does not maintain the library
a functional, attractive, safe	media center as a functional,	media center as a functional,	media center as a functional,	media center as a functional,
and orderly environment	attractive, safe and orderly	attractive, safe and orderly	attractive, safe and orderly	attractive, safe and orderly
for optimal use by students	environment for optimal use	environment for optimal use by	environment for optimal use by	environment
and faculty.	by students and faculty.	students and faculty.	students and faculty.	

Indicators may include but are not limited to: shows an awareness of present status of media center, the needs of the faculty and students and maintains proper use of the materials and equipment.

Documentation may include but is not limited to: long-range plan; up-to-date handbook of policies and procedures; written records; budget; current inventory of holdings, feedback of students and faculty.

## 1.13 Publicizes the library media center programs, services, and materials through newsletters, announcements, and other innovative ways.

Demonstrator	Exemplary	Proficient	Improvement Needed	Unsatisfactory
Publicizes the library	Library Media Specialist	Library Media Specialist	Library Media Specialist does	Library Media Specialist does
media center programs,	effectively publicizes the	publicizes the library media	not adequately publicize the	not publicize the library media
services, and materials	library media programs,	programs, services, and	library media programs,	programs, services, and
through newsletters,	services, and materials to all	materials.	services, and materials.	materials.
announcements, and	members of the school			
other innovative ways.	community.			

Indicators may include but are not limited to: shows an awareness of the need to market the library media center and its services.

Documentation may include but is not limited to: long-range plan; up-to-date handbook of policies and procedures; written records; newsletters, emails, communications and/or notes from conferences.

## 1.14 Plans and/or participates in special projects or proposals, e.g. book fairs, author visits, extra curricular activities and special reading programs.

Demonstrator	Exemplary	Proficient	Improvement Needed	Unsatisfactory
Plans and/or	Library Media Specialist plans or participates in special	Library Media Specialist regularly plans or participates	Library Media Specialist only occasionally plans or	Library Media Specialist does not plan or participate in special
participates in special projects or proposals,	projects or proposals several	in special projects or proposals.	participates in special projects	projects or proposals.
e.g. book fairs,	times a year.		or proposals	
author visits, extra				
curricular activities				
and special reading				
programs.				

Indicators may include but are not limited to: shows an awareness of student needs and school's long-range plan.

Documentation may include but is not limited to: long-range plan; written records; budget.

## 1.15 Trains and supervises library media center clerical staff, volunteers, and student helpers.

<u> </u>		<u>-</u>	<u>.                                      </u>	-
Demonstrator	Exemplary	Proficient	Improvement Needed	Unsatisfactory
Trains and supervises	Library Media Specialist	Library Media Specialist	Library Media Specialist	Library Media Specialist does
library media center	thoroughly trains clerical staff,	efficiently trains clerical staff,	minimally trains clerical staff,	not train clerical staff, volunteers
clerical staff,	volunteers or student helpers	volunteers or student helpers.	volunteers or student helpers.	or student helpers
volunteers, and student	and delegates training			
helpers.	responsibilities when			
	necessary.			

Indicators may include but are not limited to: shows skill in training library personnel.

Documentation may include but is not limited to up-to-date handbook of policies and procedures; written records.

#### 1.16 Maintains statistical records and takes annual inventory to verify collection of the library media center holdings.

Demonstrator	Exemplary	Proficient	Improvement Needed	Unsatisfactory
Maintains statistical	Library Media Specialist	Library Media Specialist	Library Media Specialist	Library Media Specialist does
records and takes annual	maintains exemplary	maintains statistical records	maintains some statistical	not maintain statistical records
inventory to verify	statistical records and takes	takes annual inventory to verify	records and partial annual	and does not take annual
collection of the library	annual inventory to verify	collection of the library media	inventory to verify collection of	inventory to verify collection of
media center holdings.	collection of the library	center holdings.	the library media center	the library media center
	media center holdings.		holdings.	holdings.

Indicators may include but are not limited to: shows an awareness of policies and procedures.

Documentation may include but is not limited to: written policies, reports, observation, and current inventory report.

#### 1.17 Follows the school's policies and procedures.

Demonstrator	Exemplary	Proficient	Improvement Needed	Unsatisfactory
Follows the school's policies and	Library Media Specialist follows the school's policies and procedures and	Library Media Specialist follows the school's	Library Media Specialist does not always follow the school's	Library Media Specialist does not follow the school's
procedures.	encourages others to do so as well.	policies and procedures.	policies and procedures.	policies and procedures.

Indicators include but are not limited to: shows awareness of school policies and procedures e.g. uniform codes, behavior, etc.

Documentation includes but is not limited to: observation.

## 1.18 Promotes compliance with the copyright law and with fair use practices.

Demonstrator	Exemplary	Proficient	Improvement Needed	Unsatisfactory
<b>Promotes compliance with</b>	Library Media Specialist	Library Media Specialist	Library Media Specialist does	Library Media Specialist does
the copyright law and	complies with copyright law and	complies with copyright	not always comply with	not comply with copyright law
with fair use practices.	fair use practices and encourages	law and fair use practices.	copyright law and fair use	and fair use practices.
P	others to do so as well.		practices.	

Indicators include but are not limited to: shows an awareness of policies and procedures.

Documentation includes but is not limited to: observation, plan book, written records.

## 1.19 Handles concerns of others in a positive and professional manner to protect the users' rights to privacy and confidentiality.

Demonstrator	Exemplary	Proficient	Improvement Needed	Unsatisfactory
Handles concerns of others	Library Media Specialist handles	Library Media Specialist	Library Media Specialist	Library Media Specialist
in a positive and professional	the concerns of others in a	handles the concerns of	does not always handle the	does not handle the
manner to protect the users'	positive and professional manner	others in a positive and	concerns of others in a	concerns of others in a
rights to privacy and confidentiality.	to protect the users' right to privacy and confidentiality and is sensitive to the needs of	professional manner to protect the users' right to privacy and confidentiality.	positive and professional manner.	positive and professional manner.
	others.	-		

Indicators include but are not limited to: shows respect for others and protects users' rights. Documentation includes but is not limited to: observation, library use records.

#### 2.1 Provides orientation for new faculty and students.

Demonstrator	Exemplary	Proficient	Improvement Needed	Unsatisfactory
<b>Provides orientation</b>	Library Media Specialist	Library Media Specialist	Library Media Specialist does	Library Media Specialist does
for new faculty and	provides orientation and	provides orientation for new	not provide adequate	not provide orientation for new
students.	ongoing support for new	faculty and students.	orientation for new faculty and	faculty and students.
	faculty and students.		students.	

Indicators include but are not limited to: the Library Media Specialist conducts individual and/or group training involving use of library media center equipment and resources.

Documentation includes but is not limited to: observation, plan book.

#### 2.2 Informally evaluates individual and group needs and provides appropriate learning experiences.

Demonstrator Exemplary Proficient Improvement Needed Unsatisfa	actory
individual and group continuously evaluates, on informally evaluates individual sometimes informally evaluates not informally needs and provides both an informal and formal and group needs and provides individual and group needs and individual	Media Specialist does mally evaluate al and group needs nor appropriate learning ces.

Indicators include but are not limited to: the Library Media Specialist meets with classroom teachers to promote information literacy; creates individual and group activities that foster information literacy; selects high-quality literature of all genres and promotes a love of reading; offers assistance to students and teachers in multimedia projects.

Documentation includes but is not limited to: written documentation, observations, book orders, inventory, written communications, conversations with colleagues.

#### 2.3 Creates a climate conducive to learning in which students display initiative and assume a personal responsibility for learning and conduct.

Demonstrator	Exemplary	Proficient	Improvement Needed	Unsatisfactory
Creates a climate	Library Media Specialist	Library Media Specialist	Library Media Specialist	Library Media Specialist does not
conducive to learning in	always creates a climate	creates a climate conducive to	sometimes creates a climate	create a climate conducive to
which students display	conducive to learning in	learning in which students	conducive to learning in which	learning in which students display
initiative and assume a	which students display	display initiative and assume a	students display initiative and	initiative and assume a personal
personal responsibility for	initiative and assume a	personal responsibility for	assume a personal	responsibility for learning and
learning and conduct.	personal responsibility for	learning and conduct.	responsibility for learning and	conduct.
	learning and conduct.		conduct.	

Indicators include but are not limited to: well organized facility with clear signage, aesthetically pleasing facility, established rules with clear expectations. Documentation includes but is not limited to: written documentation, observations, written communications.

#### 2.4 Provides for independent and cooperative group learning.

Demonstrator	Exemplary	Proficient	Improvement Needed	Unsatisfactory
Provides for	Library Media Specialist	Library Media Specialist	Library Media Specialist	Library Media Specialist does
independent and	always provides for	provides for independent and	provides for some	not provide for independent and
cooperative group	independent and cooperative	cooperative group learning.	independent and cooperative	cooperative group learning.
learning.	group learning.		group learning.	

Indicators include but are not limited to: the Library Media Specialist meets with classroom teachers to promote independent and cooperative group learning; creates individual and group activities that foster information literacy and promote a love of reading; and offers assistance to students and teachers in multimedia projects. Documentation includes but is not limited to: written documentation, observations, plan book, written communications, conversations with colleagues.

#### 2.5 Teaches information literacy as an integral part of the curriculum using a process model (such as the Big6<sup>TM</sup>.)

Demonstrator	Exemplary	Proficient	Improvement Needed	Unsatisfactory
Teaches information literacy as an integral part of the curriculum using a process model (such as the Big6 <sup>TM</sup> .)	Library Media Specialist efficiently teaches information literacy as an integral part of the curriculum using a process model and encourages faculty to do the same.	Library Media Specialist regularly teaches information literacy as an integral part of the curriculum using a process model.	Library Media Specialist does not regularly teach information literacy as an integral part of the curriculum using a process model.	Library Media Specialist does not teach information literacy as an integral part of the curriculum using a process model.

Indicators include but are not limited to: the Library Media Specialist meets with classroom teachers to promote information literacy; participates in technology planning within the school; creates individual and group activities that foster information literacy; offers assistance to students and teachers in multimedia projects.

Documentation includes but is not limited to: written documentation, observations, plan book, written communications, conversations with colleagues.

## 2.6 Guides students in the selection of appropriate resources.

Demonstrator	Exemplary	Proficient	Improvement Needed	Unsatisfactory
Guides students in the	Library Media Specialist	Library Media Specialist	Library Media Specialist does	Library Media Specialist does
selection of appropriate	efficiently guides students	regularly guides students in the	not regularly guide students in	not guide students in the
resources.	in the selection of	selection of appropriate	the selection of appropriate	selection of appropriate
	appropriate resources.	resources.	resources.	resources.

Indicators include but are not limited to: the Library Media Specialist meets with classroom teachers to promote information literacy, selects high-quality literature of all genres and promotes a love of reading; offers assistance to students and teachers in multimedia projects.

Documentation includes but is not limited to: written documentation, observations, book orders, inventory, written communications, conversations with colleagues.

## 2.7 Helps students to develop habits of independent reference work and to develop literacy in the use of reference materials in relation to planned assignments.

Demonstrator	Exemplary	Proficient	Improvement Needed	Unsatisfactory
Helps students to	Library Media Specialist	Library Media Specialist helps	Library Media Specialist does	Library Media Specialist does
develop habits of	effectively helps students to	students to develop habits of	not routinely help students to	not help students to develop
independent reference	develop habits of independent	independent reference work and	develop habits of independent	habits of independent reference
work and to develop	reference work and to develop	to develop literacy in the use of	reference work and to develop	work and to develop literacy in
literacy in the use of	literacy in the use of reference	reference materials in relation	literacy in the use of reference	the use of reference materials in
reference materials in	materials in relation to	to planned assignments.	materials in relation to planned	relation to planned assignments.
relation to planned	planned assignments.		assignments.	
assignments.				

Indicators include but are not limited to: the Library Media Specialist meets with classroom teachers to promote information literacy; participates in technology planning within the school; creates individual and group activities that foster information literacy; selects high-quality non-fiction and reference materials; offers assistance to students and teachers in multimedia projects.

Documentation includes but is not limited to: written documentation, observations, book orders, inventory, written communications, conversations with colleagues.

#### 2.8 Promotes appreciation of various forms of literature, emphasizing the highest quality.

Demonstrator	Exemplary	Proficient	Improvement Needed	Unsatisfactory
Promotes appreciation	Library Media Specialist	Library Media Specialist	Library Media Specialist does	Library Media Specialist does
of various forms of	enthusiastically promotes	promotes appreciation of	not consistently promote	not promote appreciation of
literature emphasizing	appreciation of various forms of	various forms of literature,	appreciation of various forms	various forms of literature,
the highest quality.	literature, emphasizing the	emphasizing the highest	of literature, emphasizing the	emphasizing the highest
	highest quality.	quality.	highest quality.	quality.

Indicators include but are not limited to: the Library Media Specialist meets with classroom teachers to discuss resources; selects high-quality literature of all genres and promotes a love of reading.

Documentation includes but is not limited to: written documentation, observations, planbook, book orders, inventory, written communications, conversations with colleagues.

#### 2.9 Incorporates the use of technology in accessing information.

1 8 8				
Demonstrator	Exemplary	Proficient	Improvement Needed	Unsatisfactory
Incorporates the use of	Library Media Specialist	Library Media Specialist	Library Media Specialist does not	Library Media Specialist does
technology in accessing	always incorporates the use of	incorporates the use of	consistently incorporate the use of	not incorporate the use of
information.	technology in appropriately	technology in appropriately	technology in appropriately	technology in appropriately
	accessing information.	accessing information.	accessing information.	accessing information.

Indicators include but are not limited to: the Library Media Specialist meets with classroom teachers to promote information literacy; participates in technology planning within the school; creates individual and group activities that foster information literacy; offers assistance to students and teachers in the use of technology and multimedia projects.

Documentation includes but is not limited to: written documentation, observations, plan book, written communications, conversations with colleagues.

## 2.10 Encourages students to develop lifelong reading, listening, viewing, and critical thinking skills, and to become skilled in all modes of communications.

Demonstrator	Exemplary	Proficient	Improvement Needed	Unsatisfactory
<b>Encourages students to</b>	Library Media Specialist	Library Media Specialist	Library Media Specialist	Library Media Specialist does
develop lifelong reading,	always encourages students	encourages students to develop	ineffectively encourages	not encourage students to
listening, viewing, and	to develop lifelong reading,	lifelong reading, listening,	students to develop lifelong	develop lifelong reading,
critical thinking skills,	listening, viewing, and	viewing, and critical thinking	reading, listening, viewing, and	listening, viewing, and critical
and to become skilled in	critical thinking skills, and	skills, and to become skilled in	critical thinking skills, and to	thinking skills, and to become
all modes of	to become skilled in all	all modes of communications.	become skilled in all modes of	skilled in all modes of
communications.	modes of communications.		communications.	communications.

Indicators include but are not limited to: the Library Media Specialist meets with classroom teachers to promote information literacy; creates individual and group activities that foster information literacy; selects high-quality literature of all genres and promotes a love of reading; offers assistance to students and teachers in multimedia projects, participates in technology planning.

Documentation includes but is not limited to: written documentation, observations, plan book, book orders, inventory, written and oral communications.

#### 2.11 Assists students in the use of multimedia for completed projects.

Demonstrator	Exemplary	Proficient	Improvement Needed	Unsatisfactory
Assists students in	Library Media Specialist	Library Media Specialist	Library Media Specialist does	Library Media Specialist does
the use of multimedia	encourages students to use	assists students in the use of	not adequately assist students	not assist students in the use of
for completed	multimedia for completed projects	multimedia for completed	in the use of multimedia for	multimedia for completed
projects.	and assists them when needed.	projects.	completed projects.	projects.

Indicators include but are not limited to: the Library Media Specialist meets with classroom teachers to promote information literacy; participates in technology planning within the school; creates individual and group activities that foster information literacy; offers assistance to students and teachers in multimedia projects.

Documentation includes but is not limited to: written documentation, observations, plan book, written communications, conversations with colleagues.

## 2.12 Provides training to staff in use of new materials, technology, and equipment demonstrating practical applications for curriculum connections.

Demonstrator	Exemplary	Proficient	Improvement Needed	Unsatisfactory
Provides training to staff	Library Media Specialist regularly	Library Media Specialist	Library Media Specialist regularly	Library Media Specialist
in use of new materials,	provides training to staff in use of	regularly provides training to	provides training to staff in use of	does not provide training
technology, and	new materials, technology, and	staff in use of new materials,	new materials, technology, and	to staff in use of new
equipment	equipment demonstrating practical	technology, and equipment,	equipment demonstrating practical	materials, technology, and
demonstrating practical	applications for curriculum	demonstrating practical	applications for curriculum	equipment, demonstrating
applications for	connections. She/he also provides	applications for curriculum	connections. She/he also provides	practical applications for
curriculum connections.	on-going support for staff.	connections.	on-going support for staff.	curriculum connections.

Indicators include but are not limited to: collaborates with teachers in curriculum development; maintains effective communication with staff and students; participates in professional development opportunities

Documentation includes but is not limited to: observation, small group meeting minutes, planning rubrics from collaboration with teachers, planbook, library use records.

## 3.1 Possesses broad knowledge of the school curriculum and plans with teachers and administration for collection development supporting the academic and religious education curriculum.

Demonstrator	Exemplary	Proficient	Improvement Needed	Unsatisfactory
Possesses broad knowledge of	Library Media Specialist	Library Media Specialist has a	Library Media Specialist has	Library Media Specialist
the school curriculum and	has a vast knowledge of the	workable knowledge of the	some knowledge of the school	has little or no knowledge of
plans with teachers and	school curriculum and the	school curriculum and the role of	curriculum and the role of the	the school curriculum and
administration for collection	role of the library media	the library media center in	library media center in	the role of the library media
development supporting the	center in collecting	collecting materials to support	collecting materials to support	center in collecting
academic and religious	materials to support the	the curriculum.	the curriculum.	materials to support the
education curriculum.	curriculum.			curriculum.

Indicators may include but are not limited to: Library Media Specialist keeps procedure for selection and reconsideration on file; keeps scope and sequence for textbooks on file and updates it regularly; keeps a consideration file of requests, reviews, and recommended lists; designates an area for professional materials; generates current inventory reports via an automated system; keeps a well-maintained collection.

Documentation may include but is not limited to: written policies, reports and observation.

#### 3.2 Exercises a leadership role and serves as a catalyst in ensuring the library media center is integral to the instructional program of the school.

Demonstrator	Exemplary	Proficient	Improvement Needed	Unsatisfactory
Exercises a leadership role	Library Media Specialist	Library Media Specialist serves	Library Media Specialist	Library Media Specialist does
and serves as a catalyst in	effectively serves as a	as a catalyst in ensuring the	sometimes serves as a catalyst	not serve as a catalyst in
ensuring the library media	catalyst in ensuring the	library media center is an	in ensuring the library media	ensuring the library media
center is integral to the	library media center is an	integral part of the instructional	center is an integral part of the	center is an integral part of the
instructional program of	integral part of the	program of the school.	instructional program of the	instructional program of the
the school.	instructional program of the		school.	school.
	school.			

Indicators include but are not limited to: the Library Media Specialist advocates for flexible scheduling; collaborates with teachers in curriculum development; maintains effective communication with staff and students; participates in professional development opportunities.

Documentation includes but is not limited to: observation, meeting minutes, planning rubrics from collaboration with teachers, plan book, professional development records, library use records.

#### 3.3 Participates as a member of the instructional team(s) in curriculum development projects and plans regularly with teachers.

Demonstrator	Exemplary	Proficient	Improvement Needed	Unsatisfactory
Participates as a member	Library Media Specialist	Library Media Specialist	Library Media Specialist	Library Media Specialist does not
of the instructional team(s)	always participates as a	participates as a member of	sometimes participates as a	participate as a member of the
in curriculum	member of the instructional	the instructional team(s) in	member of the instructional	instructional team(s) in
development projects and	team(s) in curriculum	curriculum development	team(s) in curriculum	curriculum development projects
plans regularly with	development projects and	projects and regularly plans	development projects and	nor plans regularly with teachers.
teachers.	regularly plans with teachers. Often the library media specialist initiates	with teachers.	sometimes plans with teachers.	
	planning.			

Indicators include but are not limited to: the Library Media Specialist advocates for flexible scheduling; collaborates with teachers in curriculum development; maintains effective communication with staff and students; participates in professional development opportunities.

Documentation includes but is not limited to: observation, meeting minutes, planning rubrics from collaboration with teachers, plan book, professional development records, library use records.

#### 3.4 Provides the leadership and expertise for the incorporation of information and instructional technologies into the school curriculum.

2.1 Trovides the reduction particle for the meet portation of miorimation and institute to the serior currently.				
Demonstrator	Exemplary	Proficient	Improvement Needed	Unsatisfactory
Provides the leadership	Library Media Specialist	Library Media Specialist	Library Media Specialist	Library Media Specialist does
and expertise for the	provides outstanding leadership	provides the leadership and	provides some leadership and	not provide the leadership or
incorporation of	and expertise for the	expertise needed for the	expertise needed for the	expertise needed for the
information and	incorporation of information	incorporation of information	incorporation of information	incorporation of information and
instructional	and instructional technologies	and instructional technologies	and instructional	instructional technologies into
technologies into the	into the school curriculum.	into the school curriculum.	technologies into the school	the school curriculum.
school curriculum.			curriculum.	

Indicators include but are not limited to: the Library Media Specialist advocates for flexible scheduling; collaborates with teachers in curriculum development; maintains effective communication with staff and students; participates in professional development opportunities.

Documentation includes but is not limited to: observation, meeting minutes, planning rubrics from collaboration with teachers, plan book, library use records, professional development records.

## 3.5 Assists faculty in the selection of materials to supplement instruction.

Demonstrator	Exemplary	Proficient	Improvement Needed	Unsatisfactory
Assists faculty in the	Library Media Specialist	Library Media Specialist	Library Media Specialist does	Library Media Specialist does
selection of materials to	always assists faculty in the	regularly assists faculty in the	not regularly assist faculty in	not assist faculty in the selection
supplement instruction.	selection of materials to	selection of materials to	the selection of materials to	of materials to supplement
	supplement instruction.	supplement instruction.	supplement instruction.	instruction.

Indicators include but are not limited to: the Library Media Specialist collaborates with teachers in curriculum development; maintains effective communication with staff and students.

Documentation includes but is not limited to: observation, small group meeting minutes, planning rubrics from collaboration with teachers, plan book, library use records.

## 3.6 Supports classroom teachers as a consultant in the development of instructional units, activities, and curriculum with print and nonprint materials.

Demonstrator	Exemplary	Proficient	Improvement Needed	Unsatisfactory
Supports classroom	Library Media Specialist	Library Media Specialist	Library Media Specialist gives	Library Media Specialist does
teachers as a consultant	actively supports classroom	supports classroom teachers as	minimal support to classroom	not support classroom teachers
in the development of	teachers as a consultant in the	a consultant in the development	teachers as a consultant in the	as a consultant in the
instructional units,	development of instructional	of instructional units, activities,	development of instructional	development of instructional
activities, and	units, activities, and	and curriculum with print and	units, activities, and curriculum	units, activities, and curriculum
curriculum with print	curriculum with print and	nonprint materials.	with print and nonprint	with print and nonprint
and nonprint materials.	nonprint materials.		materials.	materials.

Indicators include but are not limited to: the Library Media Specialist collaborates with teachers in curriculum development; maintains effective communication with staff and students; participates in professional development opportunities.

Documentation includes but is not limited to: observation, small group meeting minutes, planning rubrics from collaboration with teachers, plan book, library use records.

#### 3.7 Establishes positive rapport with staff and students.

Demonstrator	Exemplary	Improvement Needed	Proficient	Unsatisfactory
Establishes positive	Library Media Specialist	Library Media Specialist	Library Media Specialist	Library Media Specialist does
rapport with staff and	establishes and maintains positive	establishes positive rapport	attempts to establish positive	not establish positive rapport
students.	rapport with staff and students.	with staff and students.	rapport with staff and students.	with staff and students.

Indicators include but are not limited to: the Library Media Specialist collaborates with teachers in curriculum development; maintains effective communication with staff and students; creates a welcoming atmosphere in the media center; and participates in professional development opportunities.

Documentation includes but is not limited to: observation, small group meeting minutes, plan book, library use records.

#### 3.8 Maintains effective communication with staff and students, e.g. informs faculty and students of new acquisitions and services.

Demonstrator	Exemplary	Proficient	Improvement Needed	Unsatisfactory
Maintains effective	Library Media Specialist	Library Media Specialist	Library Media Specialist	Library Media Specialist does
communication with	maintains excellent	maintains effective	maintains some communication	not maintain effective
staff and students, e.g.	communication with staff and	communication with staff and	with staff and students, e.g.	communication with staff and
informs faculty and	students, e.g. informs faculty	students, e.g. informs faculty	informs faculty and students of	students, e.g. informs faculty and
students of new	and students of new	and students of new	new acquisitions and services.	students of new acquisitions and
acquisitions and	acquisitions and services.	acquisitions and services.		services.
services.				

Indicators include but are not limited to: the Library Media Specialist advocates and maintains effective communication with staff and students. Documentation includes but is not limited to: observation, small group meeting minutes, written and electronic communication.

# 3.9 Plans and implements a library media center program of library information literacy in collaboration with classroom teachers toward the achievement of academic expectations.

Demonstrator	Exemplary	Proficient	Improvement Needed	Unsatisfactory
Plans and implements a	Library Media Specialist plans	Library Media Specialist plans	Library Media Specialist	Library Media Specialist does
library media center	and implements an	and implements a library media	ineffectively plans and	not plan nor implement a library
program of library	outstanding library media	center program of library	implements a library media	media center program of library
information literacy in	center program of library	information literacy in	center program of library	information literacy in
collaboration with	information literacy in	collaboration with classroom	information literacy in	collaboration with classroom
classroom teachers	collaboration with classroom	teachers toward the	collaboration with classroom	teachers toward the achievement
toward the achievement	teachers toward the	achievement of academic	teachers toward the	of academic expectations.
of academic	achievement of academic	expectations.	achievement of academic	
expectations.	expectations.		expectations.	

Indicators include but are not limited to: the Library Media Specialist meets with classroom teachers to promote information literacy; participates in technology planning within the school; creates individual and group activities that foster information literacy; selects high-quality literature of all genres and promotes a love of reading; offers assistance to students and teachers in multimedia projects.

Documentation includes but is not limited to: written documentation, observations, book orders, inventory, written and electronic communications, conversations with colleagues, plan book.

## Standard Four: Library Media Specialist Demonstrates Proficiency as Information Specialist.

### 4.1 Chooses materials using selection tools, bibliographies, periodical reviews, workshop and professional judgment recommendations.

Demonstrator	Exemplary	Proficient	Improvement Needed	Unsatisfactory
Chooses materials using	Library Media Specialist	Library Media Specialist	Library Media Specialist	Library Media Specialist does
selection tools,	chooses materials using	usually chooses materials using	sometimes chooses materials	not choose materials using
bibliographies, periodical	selection tools. She/he is	selection tools.	using selection tools.	selection tools.
reviews, workshop and	also used as a resource for			
professional judgment	other LMSs.			
recommendations.				

Indicators may include but are not limited to: Library Media Specialist keeps procedure for selection and reconsideration on file; keeps a consideration file of requests, reviews, and recommended lists; generates current inventory reports via an automated system.

Documentation may include but is not limited to: written policies, reports and observation, records of orders.

## 4.2 Demonstrates competency in selection, acquisition, circulation, and maintenance of materials, technology, and equipment which support the school's academic and religious education curriculum and educational philosophy.

Demonstrator	Exemplary	Proficient	Improvement Needed	Unsatisfactory
Demonstrates competency	Library Media Specialist	Library Media Specialist	Library Media Specialist	Library Media Specialist does
in selection, acquisition,	always demonstrates	demonstrates competency in	sometimes demonstrates	not demonstrate competency in
circulation, and	competency in selection,	selection, acquisition,	competency in selection,	selection, acquisition,
maintenance of materials,	acquisition, circulation,	circulation, and maintenance of	acquisition, circulation, and	circulation, and maintenance of
technology, and equipment	and maintenance of	materials, technology, and	maintenance of materials,	materials, technology, and
which support the school's	materials, technology, and	equipment which support the	technology, and equipment	equipment which support the
curriculum and educational	equipment which support	school's curriculum and	which support the school's	school's curriculum and
philosophy.	the school's curriculum	educational philosophy.	curriculum and educational	educational philosophy.
	and educational		philosophy.	
	philosophy.			

Indicators may include but are not limited to: Library Media Specialist keeps procedure for selection and reconsideration on file; keeps a consideration file of requests, reviews, and recommended lists; designates an area for professional materials; generates current inventory reports via an automated system; keeps a well-maintained collection.

Documentation may include but is not limited to: written policies, reports and observation.

## Standard Four: Library Media Specialist Demonstrates Proficiency as Information Specialist.

#### 4.3 Maintains a professional collection.

Demonstrator	Exemplary	Proficient	Improvement Needed	Unsatisfactory
Maintains a professional	Library Media Specialist	Library Media Specialist	Library Media Specialist	Library Media Specialist does
collection.	maintains an exemplary	maintains a professional	maintains a minimal	not maintain a professional
	professional collection.	collection.	professional collection.	collection.

Indicators may include but are not limited to: Library Media Specialist keeps procedure for selection and reconsideration on file; keeps a consideration file of requests, reviews, and recommended lists; designates an area for professional materials; generates current inventory reports via an automated system; keeps a well-maintained collection.

Documentation may include but is not limited to: written policies, reports and observation.

## 4.4 Maintains flexible use of the library media center by individuals, small groups, and large groups for research, browsing, and recreational reading.

Demonstrator	Exemplary	Proficient	Improvement Needed	Unsatisfactory
Maintains flexible use of	Library Media Specialist	Library Media Specialist	Library Media Specialist	Library Media Specialist does
the library media center	always maintains the	maintains the flexible use of the	sometimes maintains the	not maintain flexible use of the
by individuals, small	flexible use of the library	library media center by	flexible use of the library media	library media center.
groups, and large groups	media center by individuals,	individuals, small groups, and	center by individuals, small	
for research, browsing,	small groups, and large	large groups for research,	groups, and large groups for	
and recreational reading.	groups for research,	browsing, and recreational	research, browsing, and	
	browsing, and recreational	reading.	recreational reading.	
	reading.			

Indicators include but are not limited to: the Library Media Specialist advocates for flexible scheduling; collaborates with teachers in curriculum development; maintains effective communication with staff and students.

Documentation includes but is not limited to: observation, small group meeting minutes, planning rubrics from collaboration with teachers, plan book, library use records, schedule.

#### 4.5 Is available as a personal resource for all students and faculty.

Demonstrator	Exemplary	Proficient	Improvement Needed	Unsatisfactory
Is available as a	Library Media Specialist is	Library Media Specialist is	Library Media Specialist is not	Library Media Specialist is not
personal resource for	always available as a personal	available as a personal resource	regularly available as a	available as a personal resource
all students and faculty.	resource for all students and	for all students and faculty.	personal resource for all	for all students and faculty.
	faculty.		students and faculty.	

Indicators include but are not limited to: the Library Media Specialist collaborates with teachers in curriculum development; maintains effective communication with staff and students.

Documentation includes but is not limited to: observation, small group meeting minutes, planning rubrics from collaboration with teachers, plan book, library use records.

## Standard Four: Library Media Specialist Demonstrates Proficiency as Information Specialist.

4.6 Attends local professional growth activities and meetings.

Demonstrator	Exemplary	Proficient	Improvement Needed	Unsatisfactory
Attends local professional growth activities and meetings.	Library Media Specialist attends professional growth activities and meetings and takes an active leadership role in planning and presenting these opportunities.	Library Media Specialist regularly attends local professional growth activities and meetings.	Library Media Specialist does not regularly attend local professional growth activities and meetings.	Library Media Specialist does not attend local professional growth activities and meetings.

*Indicators include but are not limited to: the Library Media Specialist participates in professional development opportunities.*Documentation includes but is not limited to: observation, professional development records.

## 4.7 Demonstrates commitment by belonging to professional library organizations and attending the meetings, workshops, conferences, and other activities related to the field.

Demonstrator	Exemplary	Proficient	Improvement Needed	Unsatisfactory
Demonstrates commitment by belonging to professional library organizations and attending the meetings, workshops, conferences, and other activities related to the field.	Library Media Specialist belongs to professional library organizations and attends meetings, workshops, conferences, and other activities related to the field. She/he also takes leadership roles in the library organizations at a local level as well as state and national levels.	Library Media Specialist belongs to professional library organizations and attends meetings, workshops, conferences, and other activities related to the field.	Library Media Specialist belongs but does not routinely participate in professional library organizations.	Library Media Specialist does not belong to professional library organizations.

Indicators include but are not limited to: the Library Media Specialist participates in professional development opportunities. Documentation includes but is not limited to: observation, membership records, professional development attendance records.