***EPPING SCHOOL DISTRICT SCHOOL LIBRARY/MEDIA***

SPECIALIST EXPECTATIONS RUBRIC Name:

Epping School District teachers are expected to meet standards as defined by proficient.

The “exceeds standard” level is reserved for truly exceptional performance. Teachers actively serve on committees, volunteer with students, share expertise with colleagues, serve as mentors to new teachers, and demonstrate teacher leadership. Teachers’ students meet or exceed their annual learning growth.

The “needs improvement” level is indicative of performance that needs to change.

The “does not meet standard” denotes unacceptable performance that will result in job action.

Library/Media Specialist:

* Library/Media Specialist is responsible for the implementation of the district “21st Century School Library/Media Center Plan”.
* If the Library/Media Specialist is part of the unified arts rotation and/or has assigned classroom responsibilities, the Teacher Expectations Rubric also applies.

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| ***Planning and Preparation*** | **Exceeds Standard** | **Meets**  **Standard** | **Proficient Defined** | **Needs Improvement** | **Does Not Meet**  **Standard** | **Reference** |
| **Literature and Current Trends** |  |  | Demonstrates thorough knowledge of literature and of current trends in practice and information technology |  |  | Job description |
| **School Program and Information Needs** |  |  | Demonstrates thorough knowledge of the school’s curriculum and of student information needs within the curriculum to promote competency in information literacy |  |  | Job description, District competencies, School grade level summaries, School course syllabi |
| **Resources** |  |  | Demonstrates knowledge of and provides students and teachers with resources available in the school, other schools, and community to advance program goals |  |  | Job description, District plan |
| **Library Laws** |  |  | Demonstrates thorough knowledge of privacy, equity of access, intellectual freedom, copyright, and fair use legislation |  |  | Policy GBEF, GBEF-R, EGAD, & EGAD-R |
| **Program Goals** |  |  | Establishes library/media program goals that are clear and appropriate to meet the mission and vision of the 21st Century School Library/Media Center Plan |  |  | Job description, District plan |
| **Program Plan** |  |  | Provides a well-designed program plan aligning with the district plan, integrating with overall school program, and meeting teachers and students information needs |  |  | Job description, District plan |
| **Program Evaluation** |  |  | Uses clear goals and evidence to evaluate the degree to which goals have been met |  |  | Job description, District plan |
| ***Educational***  ***Environment*** | **Exceeds Standard** | **Meets**  **Standard** | **Proficient Defined** | **Needs Improvement** | **Does Not Meet**  **Standard** | **Reference** |
| **Environment** |  |  | Creates an environment of service and promotes and protects principles of intellectual freedom and free inquiry within the school |  |  | Job description, District plan |
| **Culture** |  |  | Establishes a culture conveying the importance of seeking information and reading literature; promotes the center using print and electronic media |  |  | Job description, District plan |
| **Procedures** |  |  | Establishes routines and procedures for effective operation including, but not limited to circulation of materials and equipment, working on computers, independent work, and other daily operations |  |  | Job description, District plan |
| **Collection and Inventory** |  |  | Maintains, orders, and inventories balanced collection, equipment, and technologies (software and hardware) for efficient and effective services |  |  | Job description, District plan |
| **Student Behavior** |  |  | Communicates behavior expectations and monitors student behavior for compliance to school and district standards and disciplines students appropriately and respectfully |  |  | Job description, District plan |
| **Staff, Aides, &**  **Volunteers** |  |  | Trains, supervises, and evaluates support staff, volunteers, and/or student helpers so that everyone is clear as to their role |  |  | Job description, District plan |
| **Physical Space** |  |  | Makes effective use of physical space to provide a welcoming environment for both individual and collaborative learning |  |  | Job description, District plan |
| ***Delivery of Services*** | **Exceeds Standard** | **Meets**  **Standard** | **Proficient Defined** | **Needs Improvement** | **Does Not Meet**  **Standard** | **Reference** |
| **Teacher Collaboration** |  |  | Initiates collaboration with classroom teachers in the design of instructional lessons and units and team teach units as requested |  |  | Job description, District plan |
| **Student Intervention and Support** |  |  | Oversees student instructional interventions provided through educational software offered in the center and provides instructional interventions and support to students per the school schedule and student plan |  |  | Job description, District plan |
| **Student and Staff Engagement** |  |  | Guides and encourages reading, enjoying literature, and using information technologies with effective modeling, activities, grouping strategies, and materials |  |  | Job description, District plan |
| **Assistance** |  |  | Initiates sessions to assist students and teachers in the use of technology in the library/media center and serves as a resource for school staff on a consulting basis |  |  | Job description, District plan |
| **Flexibility and Responsiveness** |  |  | Revises the library/media program when needed to meet student, teacher, and school needs |  |  | Job description, District plan |
| ***Professional Responsibilities*** | **Exceeds Standard** | **Meets**  **Standard** | **Proficient Defined** | **Needs Improvement** | **Does Not Meet**  **Standard** | **Reference** |
| **Attendance** |  |  | Practices good attendance and punctuality habits |  |  | Policy GA & GBE |
| **Reliability** |  |  | Submits requisitions, budgets, reports and other requests, cares for and protects school property, insures the safety and welfare of the students at all times |  |  | Policy GBE |
| **Professionalism** |  |  | Behaves in an appropriate manner considerate of one’s self and community, is accountable for one’s actions and choices, is truthful and courteous, and takes pride in one’s work |  |  | Policy GA |
| **Confidentiality**  **Judgment** |  |  | Uses good judgment regarding relationships with students both in and out of the school context; maintains confidentiality with student records and student issues |  |  | Policy GBEA |
| **Boundaries** |  |  | Maintains professional boundaries with students, parents and staff in daily interactions and in electronic communications |  |  | Policy GBEBB & GBEBD |
| **Ethics** |  |  | Respects the institution and avoids conflicts of interest |  |  | Policy GBEA |
| **Communication** |  |  | Communicates promptly and respectfully with students, parents, staff, and community as required by and within guidelines of school and district policies |  |  | Policy GBEF & GBEF-R, Job description |
| **Teamwork** |  |  | Shares responsibility for grade-level and/or content team and school wide activities and volunteers to serve on literacy, technology, and other district and school committees |  |  | Policy GA, Job description |
| **Openness** |  |  | Keeps administration informed about concerns, follows school and district chain of command, and is open-minded about change by participating in the process and supporting the end result |  |  | Policy GBD & GBK |
| **Responsibility** |  |  | Supports and enforces policies of the Board and School Administration |  |  | Policy GBE |
| **Technology** |  |  | Keeps abreast of emerging technologies and uses technological tools effectively and respectfully for instruction, services, and communication as is required by district and school policies |  |  | Job description |
| ***Professional Learning*** | **Exceeds Standard** | **Meets**  **Standard** | **Proficient Defined** | **Needs Improvement** | **Does Not Meet**  **Standard** | **Reference** |
| **Responsibility** |  |  | Respects the right to learn and takes responsibility by participating in school and district professional learning opportunities (PD days, faculty meetings, committees, etc.) |  |  | Policy GA and GCI, Job description |
| **Collaboration** |  |  | Participates as a member of a Professional Learning Team being responsible for personal learning, but also that of others by providing professional development opportunities to acquaint school staff with multimedia, research, and information literacy |  |  | Policy GA, PD Master Plan, Job description |
| **Self-assessment** |  |  | Reflects on professional practice and seeks areas for growth |  |  | Policy GA, PD Master Plan,  Job description |
| **Certification** |  |  | Follows the procedures in the district’s Professional Development Plan to maintain NH certification |  |  | Policy GA, PD Master Plan |