SD School for the Blind
and Visually Impaired

Librarian / Media Center Coordinator Performance Appraisal Year _____

The scale used for this evaluation is 2 points "Exceeded Expectations"; 1 point is "Met Expectations" and 0 is for "Does Not Meet Expectations". The explanation of the criteria for each level is contained in this document.

I.   Performance

1. Administration

   A. Planning

   Not Met (0 Points)
   No written plans are evident for library activities.
   No plans are in place for short or long range projects/activities/needs.

   Met (1 Point)
   Written plans, action focus, is in place for library activities.
   Plans are in place for short and long range projects/activities/needs.

   Exceeded (2 Points)
   Written plans, action focus for library is developed in collaboration with SDSBVI staff.
   Documentation of progress with plans, both short and long range, for projects, activities, and
      needs, is available for review.

   B. Evaluating

   Not Met (0 Points)
   Books, media, and equipment are not reviewed on a regular basis to determine needs and
      maintain appropriate collections/materials in those areas.
   Student and staff input is not sought for determining what their needs and interests may be.

   Met (1 Point)
   Books, media, and equipment are reviewed on a regular basis to determine needs and maintain
      appropriate collections/materials in those areas.
   Student and staff input is sought for determining what their needs and interests may be.

   Exceeded (2 Points)
   Books, media, and equipment are reviewed, maintained, and upgraded on a regular basis in
      meeting our needs, maintaining appropriate collections/materials, and expanding
      opportunities for staff and students in those areas.
   Student and staff input drives the determination for meeting our library needs.

C. Reporting

<u>Not Met (0 Points)</u>
Required reports and data submittal for appropriate agencies are not completed or submitted on time.
Regular meetings and sharing of information with staff and the library committee do not occur.

<u>Met (1 Point)</u>
Required reports and data submittal for appropriate agencies are completed and submitted on time.
Regular meetings and sharing of information with the staff and the library committee take place.

<u>Exceeded (2 Points)</u>
Required reports and data lead to the formulation of grant submittals which are submitted for consideration by the appropriate agencies.
Regular meetings and sharing of information with the staff and the Library Committee leads to a continuum of planning and development.

D. Coordinating Library and Classroom Activities.

<u>Not Met (0 Points)</u>
Library/classroom activities are conducted as separate, "stand alone" activities.
Library/classroom activities are sporadic in occurrence.

<u>Met (1 Point)</u>
Library/classroom activities are conducted as joint activities.
Library/classroom activities are regular occurrences.

<u>Exceeded (2 Points)</u>
Library/classroom activities are integral parts of classroom/curricular units.
Library/classroom activities are a continuous, ongoing process all year.

E. Advising the Superintendent and Principal about the library and related matters.

<u>Not Met (0 Points)</u>
Communication is irregular, situational only.
Communication occurs only "after the fact".

<u>Met (1 Point)</u>
Communication is regular, planned.
Communication is anticipatory, "before the fact".

<u>Exceeded (2 Points)</u>
Communication is an integral part of an overall plan of library development.
Communication is a part of both short and long range planning.

2. Supervision

A. Training and supervising work study students and student labor workers.

Not Met (0 Points)
No established system in place for training work study/student labor workers.
No established system in place for supervision/assistance of work study/student labor workers.
Work study/student labor workers do not meet work guidelines or standards for identified jobs or tasks.

Met (1 Point)
An established system is in place for the successful training/orientation of worker.
An established system is in place for supervision/assistance of student worker.
Work study/student labor workers meet a satisfactory level in obtaining work guidelines and standards as identified for jobs and tasks.

Exceeded (2 Points)
An established system is in place for successful training/orientation of worker which they can not only follow, but explain and assist in with others.
An established system is in place for supervision/assistance of student worker which results in the ability to increase responsibilities and expectations for the worker.
Work study/student labor workers exceed the expectations of the work or tasks assigned.

B. Monitoring library environment.

Not Met (0 Points)
Library is often unattended or unsupervised.
Visitors/patrons to the library are left "on their own" to get what they need.
Library is "unkept" in appearance, not user friendly.

Met (1 Point)
Library is regularly staffed or supervised.
Visitors/patrons to the library are greeted and assisted in finding materials.
Library is clean, organized, user friendly.

Exceeded (2 Points)
Library is available for use "beyond" the clock hours.
Visitors/patrons to the library are encouraged to stay, utilize resources.
Library is a "home" environment, users feel welcome and comfortable.

3. Organization of the collection

A. Uses appropriate classification systems.

Not Met (0 Points)
Individualized or outdated systems are maintained.
System is not accessible in multimedia formats.

Met (1 Point)
Standard or generic classification system is in place which is utilized in the basic library setting.
System of classification/identification is available for use in multimedia for blind/visually impaired.

Exceeded (2 Points)
Classification system reflects an ongoing process to access the "state of the art" or most efficient manner for accessing materials, equipment, and information.
Systems of classification/identification of materials is actively promoted and utilized for use with/by patrons.

B. Uses technology available to catalogue the collections.

<u>Not Met (0 Points)</u>
Cataloguing of the collection is done by paper/pen, handwritten system only.
Only used because it is "required".

<u>Met (1 Point)</u>
Cataloguing of the collection is done by utilizing the technology available.
Used because it is a more efficient use of time and resources.

<u>Exceeded (2 Points)</u>
Cataloguing of the collection utilizes technology which will make it easier for patrons to access
   and use the materials.
Used as a regular and expected part of the library process and shared with others to increase
   their efficiency and understanding of available resources.

C. Assures that the collection and equipment are easy to locate.

<u>Not Met (0 Points)</u>
Collection(s) are placed in an unorganized, inconsistent location/fashion.
Frequently moved or changed, discouraging use of or follow up with.

<u>Met (1 Point)</u>
Collection(s) are placed in an organized, easily understood, sequential location for access by the
   patrons.
Consistent in location.

<u>Exceeded (2 Points)</u>
Collection(s) are easily located because they are accessed and used often.
Location of collection(s) encourages patron use.

4. Building of the collection

A. Solicits advice from faculty, staff, and students in selecting material and equipment.

<u>Not Met (0 Points)</u>
Materials are ordered or requested by grants on basis of librarian opinion or expertise alone.
Materials are not sufficient in number.
Materials are not appropriate in grade level/class need/student interests.
Materials are primarily of one type of media only.

<u>Met (1 Point)</u>
Materials are ordered or requested by grants on the basis of faculty, staff, and student input, such
   as surveys.
Materials ordered are sufficient in number.
Materials are appropriate in grade level, class needs, and student interests.
Materials are of multimedia types.

<u>Exceeded (2 Points)</u>
Materials are ordered or requested by grants on the basis of librarian actively seeking out faculty,
   staff, and students for personal input.
Materials ordered reflect not only appropriate number but the frequency of use, and appropriate
   "shelf/user" life.
Materials are of multimedia which are the most appropriate use for students/staff/faculty in
   gaining the maximum benefit.

B. Orders materials and equipment needed.

Not Met (0 Points)
Faculty, staff, and student requests are not submitted.
Ordering, etc. is done only at certain times of the year.
Appropriate follow up on the status of materials/equipment requests is not done.
Materials/equipment do not reflect the needs of the students/staff not used, etc.

Met (1 Point)
Faculty, staff, and student requests are submitted appropriately.
Ordering, etc. is done on a regular basis throughout the year.
Appropriate follow up on the status of materials/equipment requests is done.
Materials/equipment reflect the needs of the students/staff frequency of use, check out, etc.

Exceeded (2 Points)
Faculty, staff, and student requests are submitted promptly to minimize "wait time".
Ordering, etc. reflects a consistent, thorough planning process for library development in all areas.
Ongoing/regular follow up on the status of materials/equipment requests is done to "insure" delivery.
Materials/equipment are ordered not only to meet the "now" needs, but in anticipation of the future development as well.

5. Distribution

A. System in use allows material and equipment to be charged out to patrons.

Not Met (0 Points)
Materials are available only on a resource, on site basis.
Numerous waiting lists for various materials and equipment needs.

Met (1 Point)
Materials available as needed for on/off site use and return.
Material "wait time" is minimal.

Exceeded (2 Points)
Materials not available on site can be accessed from other libraries/resources.
Materials are available at time of request.

B. System allows patrons to receive lists of items they have charge out.

Not Met (0 Points).
No list is developed.
List is unclear, difficult to decipher and use.
List is inaccurate, not current.
List is not accessible to the user as a resource.
List is not accessible via e-mail or hard copy.

Met (1 Point)
List is in place.
List is clear, easy to understand and use.
List is accurate and current.
List is accessible for the user as a resource.
List is accessible via e-mail or hard copy.

List is developed and available in a variety of formats.
List is multi-dimensional and is able to be utilized as a cross reference for other information, needs for the user.
List is updated automatically with each access/return of materials.
List is accessible for other users who may be seeking similar/same resources.
List is accessible in multi-media formats for use by patron.

6. Reference and Reader Guidance

A. Assists users in locating needed information using the reference collections and other available resources.

Not Met (0 Points)
Users/patrons are an independent seeker of information as needed.
Help is given only as requested.

Met (1 Point)
Provides the user/patron with assistance in location of materials.
Help is offered as a matter of course.

Exceeded (2 Points)
Offers alternate or related resources as a possibility for the user.
Assistance is given in follow up contact with the user on other materials which may be related.

B. Assists in accessing items in other library collections.

Not Met (0 Points)
No reference made to other potential libraries or their collections.
No follow up is given if alternate resources are asked about.

Met (1 Point)
References are made to other potential libraries and their collections.
Follow up is given for how alternate resources may be accessed.

Exceeded (2 Points)
Specific references are made and followed up on by the librarian to access the information from other collections.
Access to other resources is facilitated by the use of technology and/or personal contact by the library/librarian.

7. Interlibrary Cooperation

A. Uses ALEPH/SDLN (or the current online library system) to provide information about SDSBVI holdings and locates needed titles in other library collections.

Not Met (0 Points)
No online library system is utilized.
Information from the online system is not accessed.

Met (1 Point)
Current online library system is in use.
Information from the online system is accessed.

Exceeded (2 Points)
Current online library system is in use and is continually being updated.
User is an active participant in the utilization of the online system to facilitate their skills in similar future endeavors.

B. Cooperates with other libraries in Aberdeen, the state, and elsewhere to assure sharing of resources.

Not Met (0 Points)
No contacts are made with other librarians.
No response to attempted contacts by other librarians with SDSBVI.

Met (1 Point)
Contacts are routinely made with other librarians to access resources.
Requests from other librarians to SDSBVI are handled promptly.

Exceeded (2 Points)
Contacts are made not only by librarian, but also by staff and students with an assist from SDSBVI librarian.
Requests from other librarians to SDSBVI are augmented by suggestions for other potential contacts/follow up for desired/needed information.

8. Support of Educational Program

A. Assures that the library supports the curriculum of the school.

Not Met (0 Points)
Library inventory, orders, equipment and supplies are independent of all other activities.
Efforts to incorporate library needs with curriculum are discouraged.

Met (1 Point)
All library inventory, orders, equipment and supplies are a cooperative effort based on present class and curriculum needs.
Efforts are made to actively develop library resources as a supplement to the established curriculum.

Exceeded (2 Points)
All library inventory, orders, equipment and supplies are developed as a projection of anticipated and ongoing curriculum needs.
Library actively seeks out faculty, staff and students to insure that all aspects of a curriculum/lesson/activity may be augmented by library resources.

B. Offers instruction in library use to all patrons.

Not Met (0 Points)
Instruction on library use, in the library setting, is not offered.
Instruction is limited to "only those who use the library".
Instruction is given only to those who request it.

Met (1 Point)
Instruction on library use, in the library setting, is a routine.
Instruction is given to all staff and programs.
Instruction is a "given" to all who visit the library to facilitate its use.

Exceeded (2 Points)
Instruction on library use, in the library setting, is an ongoing effort.
Instruction is given to take advantage of innovations, changes, and "teachable moments" with all who visit.

9. Public Relations

    A. Informs clientele of new materials and equipment available.

        Not Met (0 Points)
        Done on a piecemeal, reactive fashion.

        Met (1 Point)
        Done on a regular basis, planned meetings/presentations.

        Exceeded (2 Points)
        Every opportunity is taken to inform clientele, including the opportunity to use, learn, and
            experience the materials/equipment.

    B. Notifies patron(s) when materials requested are ready for circulation.

        Not Met (0 Points)
        Waits for requests, inquiries are received.

        Met (1 Point)
        As requested materials become available, notifies patrons.

        Exceeded (2 Points)
        As materials become available, reviews materials with the patron, and provides supplemental
            info/materials available from the library to augment them.

    C. Regularly advertises the library as a source of information, materials, and equipment for
       use by faculty, staff, and students.

        Not Met (0 Points)
        Library is a resource for people to seek out.

        Met (1 Point)
        Regularly shares with faculty, staff and students what is available for use.

        Exceeded (2 Points)
        Makes arrangements for special presentations, classroom visits to promote opportunities.

II. Professional Growth and Development

1. Continues efforts toward professional improvement such as classes, conferences, workshops, etc.

   Not Met (0 Points)
   Librarian demonstrates little interest in professional development.
   Librarian does not have a clear personal/professional development plan and/or is not making satisfactory progress meeting timelines.
   Librarian does little professional reading.
   Librarian seldom provides input into professional development for the school as a whole.

   Met (1 Point)
   Librarian actively participated in school sponsored professional development.
   Librarian takes required courses/CEUs for recertification.
   Librarian has a specific written personal/professional development plan, with timelines for completion.
   Librarian is making progress towards meeting goals.
   Librarian stays current in the field through reading journals, using Internet resources, etc., and shares information with colleagues as appropriate.
   Librarian offers suggestions for schoolwide professional development.

   Exceeded (2 Points)
   Librarian implements what they have learned into the classroom to provide direct benefit to the students.
   Librarian takes additional college courses, CEUs, workshops, or otherwise makes additional knowledge pertinent for their teaching assignments.
   Librarian has an ambitious professional/personal development plan with timelines.
   Librarian takes advantage of opportunities for professional growth and development, both school sponsored and on their own initiative.
   Librarian pursues knowledge in K-12 education, special education, and education of children who are blind and/or visually impaired.
   Librarian develops professional contacts as an ongoing resource to stay current with the thinking in the field.
   Librarian plays an active role in the overall staff development for the school.

2. Maintains all required state and national certifications.

   Not Met (0 Points)
   Certification lapses.
   Insufficient effort is made to meet criterion for renewal.

   Met (1 Point)
   State teaching certification with endorsement in VI is maintained.
   Librarian monitors progress on renewal requirements.
   Librarian completes paperwork in a timely manner.
   Librarian provides copies to HR upon request.

   Exceeded (2 Points)
   State teaching certification with endorsement in VI is maintained.
   Maintains National ACVREP Certification in one or more areas.
   Librarian has a specific plan for meeting renewal requirements.
   Librarian completes paperwork in advance.
   Librarian provides copies to HR when they are received.

3. Shares and seeks knowledge willingly.

   Not Met (0 Points)
   Librarian is not open to new or different ideas.
   Librarian does not generally engage in "craft talk" with colleagues.
   Librarian does not seek out additional sources of information.

   Met (1 Point)
   Librarian is interested in new information and ideas about teaching and learning.
   Librarian engages in "craft talk" on a regular basis with colleagues.
   Librarian reads or otherwise gets information from several available sources.

   Exceeded (2 Points)
   Librarian actively seeks new information and ideas about teaching and learning.
   Librarian often initiates "craft talk" with colleagues.
   Librarian actively pursues information from a variety of sources including; journals, the Internet,
       workshops, etc.

III. Service to the School Community

1. Participates in committees for program improvement.

   Not Met (0 Points)
   Librarian shows little interest in assisting with program planning.
   Librarian shows little interest in assisting with program evaluation.
   Librarian participates only when specifically assigned.
   Librarian contribution is minimal, may miss meetings.

   Met (1 Point)
   Librarian assists with program planning.
   Librarian assists with program evaluation.
   Librarian participates in at least two committees, activities, etc., for program improvement.
   Librarian contributes to work of the group.

   Exceeded (2 Points)
   Librarian is actively involved in program planning.
   Librarian is actively involved in program evaluation.
   Librarian participates on more than two committees, activities, etc., for program improvement.
   Librarian is energetic and creative participant.

2. Attends to professional job-related responsibilities.

   Not Met (0 Points)
   Habitually does not meet deadlines for submitting evaluation reports, report cards, IEP information,
       etc.
   Quality of work submitted is frequently poorly written.
   Frequently does not follow through with committee assignments or other commitments.

   Met (1 Point)
   Generally meets deadlines for submitting materials.
   Quality of written work is usually at a professional level.
   Generally follows through with assignments or commitments.

   Exceeded (2 Points)
   Consistently meets deadlines for submitting materials.
   Quality of work is excellent.
   Consistently follows through with assignments or commitments.