Librarian Growth Rubric

Domains	Standards	Evidence	Level 4	Level 3	Level 2	Level 1
Domain I: Planning	1. Consults with teachers and administrators to create long-range and short-range plans for the library in support of the school's instructional program	• Professional Growth Goals • Short-and Long-Term Library Goals	*Consistently* consults with teachers and administrators to make long-range and short-range plans for the library, *fully* supporting the school's instructional program	*Frequently* consults with teachers and administrators to make long-range and short-range plans for the library, *adequately* supporting the school's instructional program	*Sometimes* consults with teachers and administrators to make long-range and short-range plans for the library, *inadequately* supporting the school's instructional program	*Rarely* consults with teachers and administrators to make long-range and short-range plans for the library resources, with *almost no* support for the school's instructional program
	2. Develops and implements library policies and procedures for effective library use	• Policy and Procedure Manual (updated and implemented) • See current School Library Guide	*Successfully* develops and implements library policies and procedures for effectives library use for *all* students	*Adequately* develops and implements library policies and procedures for effective library for *most* students	*Inadequately* develops and implements library policies and procedures for effective library use for *few* students	Develops and implements *almost no* library policies and procedures for effective library use for *any* students
	3. Plans for and provides necessary resources, technology, and instructional services that align with MS library standards and curriculum goals	• Student Learning Outcomes	*Effectively* plans for, and *consistently* provides, necessary resources, technology, and instructional services that *fully* align with MS library standards and curriculum goals	*Adequately* plans for, and *frequently* provides, necessary resources, technology, and instructional services with *adequate* alignment with MS library standards and curriculum goals	*Inadequately* plans for, and *sometimes* provides, necessary resources, technology, and instructional services with *limited alignment* with MS library standards and curriculum goals	*Rarely* plans for, and *rarely* provides, necessary resources, technology, and instructional services with *almost no* alignment with MS library standards and curriculum goals
	4. Plans instruction that meets the diversity of students' backgrounds, cultures, skills, learning levels, language proficiencies, interests, and special needs	• Student and/or Teacher Surveys • Documentation of provision (ELL/SPED/504): – High interest-Low level, Large Print, World Languages or other resources for diverse learners	*Effectively* plans instruction that *consistently* meets the diversity of all students' backgrounds, cultures, skills, learning levels, language proficiencies, interests, and special needs	*Adequately* plans instruction that *frequently* meets the diversity of *most* students' backgrounds, cultures, skills, learning levels, language proficiencies, interests, and special needs	*Inadequately* plans instruction that *sometimes* meets the diversity of *few* students' backgrounds, cultures, skills, learning levels, language proficiencies, interests, and special needs	*Rarely* plans instruction that meets the diversity of *any* students' backgrounds, cultures, skills, learning levels, language proficiencies, interests, and special needs
	5. Develops and monitors a budget for the library in support of the school's instructional program in consultation with school/district administration	• Budget Report	*Successfully* develops, implements and monitors library budget, in consultation with school/district administration, for effective library use for all students and teachers	*Adequately* develops and implements and monitors library budget, in consultation with school/district administration, for effective library for *most* students and teachers	*Inadequately* develops and implements library budget, in consultation with school/district administration for effective library use for *few* students and teachers	Develops and implements *almost no* library budget, in consultation with school/district administration, for effective library use for *any* students or teachers

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Domain II: Management	6. Provides a balanced, comprehensive, and up-to-date collection of print and non-print materials to support the school's instructional program within district resources	• Collection Analysis Reports	***Effectively*** provides a balanced, comprehensive, and up-to-date collection of print and non-print materials to support the school's instructional program for ***all*** students	***Adequately*** provides a balanced, comprehensive, and up-to-date collection of print and non-print materials to support the school's instructional program for ***most*** students	***Inadequately*** provides a balanced, comprehensive, and up-to-date collection of print and non-print materials to support the school's instructional program for ***few*** students	***Rarely/does not*** provide a balanced, comprehensive, and up-to-date collection of print and non-print materials to support the school's instructional program for ***any*** students
	7. Classifies, catalogues, and organizes materials according to a standard classification system for easy accessibility	• Observation: – Automated System (updated/web-based) – Library layout	***Effectively*** classifies and organizes materials for easy access by ***all*** students and teachers	***Adequately*** classifies and organizes materials for easy access by ***most*** students and teachers	***Inadequately*** classifies and organizes materials for ***limited*** access by ***most*** student and teachers	***Rarely/does not*** classify and organize materials for easy access by ***any*** students and teachers
	8. Maintains accurate library records and statistics on the use of materials	• Library Holdings • Circulation Report	***Effectively*** maintains accurate library records and statistics on the use of materials	***Adequately*** maintains accurate library records and statistics on the use of materials	***Inadequately*** maintains accurate library records and statistics on the use of materials	Maintains ***almost no*** accurate library records and statistics on the use of materials
	9. Accounts for materials through a yearly inventory and discards inappropriate, worn-out, or outdated items	• Weeding reports/disposal of weeded books • Inventory Report • Loss Items Report	***Effectively*** maintains accurate library inventory and removal of discarded books	***Adequately*** maintains accurate library inventory and removal of discarded books	***Inadequately*** maintains accurate library inventory and removal of discarded books	Maintains ***almost no*** accurate library inventory and removal of discarded books

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Domain III: Collaboration and Services	10. Encourages reading of various forms of literature by maintaining an awareness of students' reading interests and providing guidance in the selection of appropriate materials	• Observation:
		  – Literacy promoting displays
		  – Collaborative Library Project/ Program
			Consistently maintains awareness of *all* students' reading interests and provides *effective* guidance on appropriate reading selection to encourage *all* students' reading	*Frequently* maintains awareness of *most* students' reading interests and provides *adequate* guidance on appropriate reading selection to encourage *most* students' reading	*Sometimes* maintains awareness of *few* students' reading interests and provides *inadequate* guidance on appropriate reading selection to encourage *few* students' reading	*Rarely* maintains awareness of *any* students' reading interests and provides *almost no* guidance on appropriate reading selection to encourage *any* students' reading

	11. Maintains effective communication with staff and students informing them of new acquisitions and library services	• Observation (select one):
		  – Promotional Display
		  – Library web page
		  – Newsletter/Flyers/ Handouts
		  – Use of safe online communication tools
			Consistently communicates clearly to all students and teachers about new acquisitions and library services	*Frequently* communicates clearly to *most* students and teachers about new acquisitions and library services	*Sometimes* communicates clearly to *few* students and teachers about new acquisitions and library services	*Does not* communicate clearly to *any* students or teachers about new acquisitions and library services

	12. Determines instructional needs within the library program by consulting with library advocacy committee	• Student Learning Outcomes	*Consistently* determines instructional needs within the library program by consulting with library advocacy committee	*Frequently* determines instructional needs within the library program by consulting with library advocacy committee	*Sometimes* determines instructional needs within the library program by consulting with library advocacy committee	*Rarely* determines instructional needs within the library program by consulting with library advocacy committee
	13. Collaboratively teaches information and digital literacy as an integral part of the curriculum	• Library Schedule (fixed/ flexible) which includes either Collaborative Lesson Plans or Grade-appropriate library lessons	*Consistently* collaborates and *effectively* teaches information and digital literacy as an integral part of the curriculum	*Frequently* collaborates and *adequately* teaches information and digital literacy as an integral part of the curriculum	*Sometimes* collaborates and *inadequately* teaches information and digital literacy as an integral part of the curriculum	*Rarely* collaborates and *ineffectively* teaches information and digital literacy as an integral part of the curriculum
	14. Provides training to students and teachers in the use of resources, technology, and equipment	• Observation: – Librarian training or assisting students and/or teachers	Provides *appropriate* training and assistance to *all* students and teachers in the use of resources, technology and equipment	Provides *adequate* training and assistance to *most* students and teachers in the use of resources, technology and equipment	Provides *limited* training and assistance to *most* students and teachers in the use of resources, technology and equipment	Provides *almost no* training and assistance to *any* students and teachers in the use of resources, technology and equipment
	15. Assists students and teachers in locating information and resources for research	• Observation: – Librarian training or assisting students and/or teachers	*Effectively* assists *all* students and teachers in locating information and resources for research	*Adequately* assists *most* students and teachers in locating information and resources for research	*Inadequately* assists *most* students and teachers in locating information and resources for research	*Rarely* assists *any* students and teachers in locating information and resources for research

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Domain IV: Library Environment and Facilities	16. Organizes the library for optimal use by students and faculty	• Observation: – Meets "Minimum" on facilities standards listed on the current Library Monitoring Rubric (If not, document budget request) – Appropriate permanent signage or labels	*Effectively* organizes materials for *easy* access by *all* students and teachers	*Appropriately* organizes materials for *easy* access by *most* students and teachers	*Inadequately* organizes materials for *limited* access by *most* student and teachers	*Rarely/does not* organize materials for *any* access by *any* students and teachers
	17. Demonstrates high expectations for all students and maintains positive library environment which produces learning opportunities for all students and staff	• Observation: – Rules posted and implemented – Safety information posted	*Effectively* demonstrates high expectations for *all* students and *effectively* maintains positive library environment, producing learning opportunities for *all* students and staff	*Adequately* demonstrates high expectations for *most* students and *adequately* maintains positive library environment, producing learning opportunities for *most* students and staff	*Inadequately* demonstrates high expectations for *most* students and *inadequately* maintains positive library environment, producing learning opportunities for *few* students and staff	*Rarely/does not* demonstrate high expectations for *most* students and *rarely/does not* maintain positive library environment, producing learning opportunities for *almost no* students and staff
Domain V: Professional Responsibilities	18. Participates in appropriate professional learning opportunities and/or belongs to professional library organizations. Applies professional learning to benefit students and teachers	• Professional Development Plan	*Consistently* engages in professional learning to increase knowledge and skills in providing effective support for the school's instructional program. *Effectively* applies professional learning to benefit all students and teachers	*Frequently* engages in professional learning to increase knowledge and skills in providing effective support for the school's instructional program. *Adequately* applies professional learning to benefit most students and teachers	*Sometimes* engages in professional learning to increase knowledge and skills in providing effective support for the school's instructional programs. *Inadequately* applies professional learning to benefit most students and teachers	*Rarely* engages in professional learning to increase knowledge and skills in providing effective support for the school's instructional program. *Rarely* applies professional learning to benefit any students and teachers
	19. Communicates effectively with teachers, students, and family about the library program and available resources. Advocates for the library program in the school and community	• Active Library Advocacy Committee: – Committee recommendations – Implementation of goals and objectives – other supporting documents	*Consistently* communicates effectively with teachers, students and family about the library program and available resources. *Consistently* advocates for the library program in the school and community	*Frequently* communicates effectively with teachers, students and family about the library program and available resources. *Frequently* advocates for the library program in the school and community	*Sometimes* communicates effectively with teachers, students and family about the library program and available resources. *Sometimes* advocates for the library program in the school and community	*Almost never* communicates effectively with teachers, students and family about the library program and available resources. *Almost never* advocates for the library program in the school and community
	20. Promotes the Library Bill of Rights and Intellectual Freedom	• Observation: – Implementation of the Library Bill of Rights – Access to balanced collection that reflects student interest and needs	*Consistently* promotes the Library Bill of Rights and Intellectual Freedom	*Frequently* promotes the Library Bill of Rights and Intellectual Freedom	*Sometimes* promotes the Library Bill of Rights and Intellectual Freedom	*Rarely/does not* promotes the Library Bill of Rights and Intellectual Freedom