

**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.**

<b>Demonstrator</b>	<b>Exemplary</b>	<b>Proficient</b>	<b>Improvement Needed</b>	<b>Unsatisfactory</b>
<b>Preserves and transmits Catholic traditions, values, and beliefs in light of Vatican II.</b>	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.**

<b>Demonstrator</b>	<b>Exemplary</b>	<b>Proficient</b>	<b>Improvement Needed</b>	<b>Unsatisfactory</b>
<b>Demonstrates excellence and competence in selection and dissemination of religious resources and materials.</b>	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.*

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

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

<b>Demonstrator</b>	<b>Exemplary</b>	<b>Proficient</b>	<b>Improvement Needed</b>	<b>Unsatisfactory</b>
<b>Creates and maintains a climate where each person is nurtured in an atmosphere of care and respect.</b>	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; conversations with colleagues, parents and students.

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

<b>Demonstrator</b>	<b>Exemplary</b>	<b>Proficient</b>	<b>Improvement Needed</b>	<b>Unsatisfactory</b>
<b>Participates in liturgical, sacramental, retreat and prayer experiences which give witness to Catholic beliefs.</b>	Library Media Specialist actively celebrates and participates in liturgical, sacramental, retreat and prayer experiences which give witness to Catholic beliefs.	Library Media Specialist participates regularly in liturgical, sacramental, retreat and prayer experiences which give witness to Catholic beliefs.	Library Media Specialist participates on a limited basis in liturgical, sacramental, retreat and prayer experiences which give witness to Catholic beliefs.	Library Media Specialist does not participate in liturgical, sacramental, retreat and prayer experiences which give witness to Catholic 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

**Standard One: Library Media Specialist Demonstrates Proficiency as Administrator of the Library Media Program.**

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

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

*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.**

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

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

**Standard One: Library Media Specialist Demonstrates Proficiency as Administrator of the Library Media Program.**

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

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

*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.**

<b>Demonstrator</b>	<b>Exemplary</b>	<b>Proficient</b>	<b>Improvement Needed</b>	<b>Unsatisfactory</b>
<b>Follows library media center policies, e.g. materials selection, collection development, circulation, challenged materials, copyright, and technology.</b>	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.**

<b>Demonstrator</b>	<b>Exemplary</b>	<b>Proficient</b>	<b>Improvement Needed</b>	<b>Unsatisfactory</b>
<b>Administers a flexible access library media program.</b>	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.

**Standard One: Library Media Specialist Demonstrates Proficiency as Administrator of the Library Media Program.**

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

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

<b>Demonstrator</b>	<b>Exemplary</b>	<b>Proficient</b>	<b>Improvement Needed</b>	<b>Unsatisfactory</b>
<b>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.</b>	Library Media Specialist follows recognized professional standards in organizing, classifying, and maintaining a current catalog of library materials and communicates these effectively to staff and students.	Library Media Specialist follows recognized professional standards in organizing, classifying, and maintaining a current catalog of library materials.	Library Media Specialist does not consistently follow recognized professional standards in organizing, classifying, and maintaining a current catalog of library materials.	Library Media Specialist does not follow recognized professional standards in organizing, classifying, and maintaining a current catalog of 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.**

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

**Standard One: Library Media Specialist Demonstrates Proficiency as Administrator of the Library Media Program.**

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

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

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

*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.**

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

*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.

**Standard One: Library Media Specialist Demonstrates Proficiency as Administrator of the Library Media Program.**

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

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

*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.**

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

*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.**

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

*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.

**Standard One: Library Media Specialist Demonstrates Proficiency as Administrator of the Library Media Program.**

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

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

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

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

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

*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.



## Standard Two: Library Media Specialist Demonstrates Proficiency as Teacher.

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

Demonstrator	Exemplary	Proficient	Improvement Needed	Unsatisfactory
<b>Provides orientation for new faculty and students.</b>	Library Media Specialist provides orientation and ongoing support for new faculty and students.	Library Media Specialist provides orientation for new faculty and students.	Library Media Specialist does not provide adequate orientation for new faculty and students.	Library Media Specialist does not provide orientation for new faculty and 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	Unsatisfactory
<b>Informally evaluates individual and group needs and provides appropriate learning experiences.</b>	Library Media Specialist continuously evaluates, on both an informal and formal basis, individual and group needs and provides appropriate learning experiences.	Library Media Specialist informally evaluates individual and group needs and provides appropriate learning experiences.	Library Media Specialist sometimes informally evaluates individual and group needs and provides appropriate learning experiences.	Library Media Specialist does not informally evaluate individual and group needs nor provide appropriate learning experiences.

*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
<b>Creates a climate conducive to learning in which students display initiative and assume a personal responsibility for learning and conduct.</b>	Library Media Specialist always creates a climate conducive to learning in which students display initiative and assume a personal responsibility for learning and conduct.	Library Media Specialist creates a climate conducive to learning in which students display initiative and assume a personal responsibility for learning and conduct.	Library Media Specialist sometimes creates a climate conducive to learning in which students display initiative and assume a personal responsibility for learning and conduct.	Library Media Specialist does not create a climate conducive to learning in which students display initiative and assume a personal responsibility for learning and 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.

## Standard Two: Library Media Specialist Demonstrates Proficiency as Teacher.

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

Demonstrator	Exemplary	Proficient	Improvement Needed	Unsatisfactory
<b>Provides for independent and cooperative group learning.</b>	Library Media Specialist always provides for independent and cooperative group learning.	Library Media Specialist provides for independent and cooperative group learning.	Library Media Specialist provides for some independent and cooperative group learning.	Library Media Specialist does not provide for independent and cooperative 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™.)

Demonstrator	Exemplary	Proficient	Improvement Needed	Unsatisfactory
<b>Teaches information literacy as an integral part of the curriculum using a process model (such as the Big6™.)</b>	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
<b>Guides students in the selection of appropriate resources.</b>	Library Media Specialist efficiently guides students in the selection of appropriate resources.	Library Media Specialist regularly guides students in the selection of appropriate resources.	Library Media Specialist does not regularly guide students in the selection of appropriate resources.	Library Media Specialist does not guide students in the selection of appropriate 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.

## Standard Two: Library Media Specialist Demonstrates Proficiency as Teacher.

### 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
<b>Helps students to develop habits of independent reference work and to develop literacy in the use of reference materials in relation to planned assignments.</b>	Library Media Specialist effectively helps students to develop habits of independent reference work and to develop literacy in the use of reference materials in relation to planned assignments.	Library Media Specialist helps students to develop habits of independent reference work and to develop literacy in the use of reference materials in relation to planned assignments.	Library Media Specialist does not routinely help students to develop habits of independent reference work and to develop literacy in the use of reference materials in relation to planned assignments.	Library Media Specialist does not help students to develop habits of independent reference work and to develop literacy in the use of reference materials in relation to planned 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
<b>Promotes appreciation of various forms of literature emphasizing the highest quality.</b>	Library Media Specialist enthusiastically promotes appreciation of various forms of literature, emphasizing the highest quality.	Library Media Specialist promotes appreciation of various forms of literature, emphasizing the highest quality.	Library Media Specialist does not consistently promote appreciation of various forms of literature, emphasizing the highest quality.	Library Media Specialist does not promote appreciation of various forms of literature, emphasizing the highest 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.

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

## Standard Two: Library Media Specialist Demonstrates Proficiency as Teacher.

### 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 develop lifelong reading, listening, viewing, and critical thinking skills, and to become skilled in all modes of communications.</b>	Library Media Specialist always encourages students to develop lifelong reading, listening, viewing, and critical thinking skills, and to become skilled in all modes of communications.	Library Media Specialist encourages students to develop lifelong reading, listening, viewing, and critical thinking skills, and to become skilled in all modes of communications.	Library Media Specialist ineffectively encourages students to develop lifelong reading, listening, viewing, and critical thinking skills, and to become skilled in all modes of communications.	Library Media Specialist does not encourage students to develop lifelong reading, listening, viewing, and critical thinking skills, and to become skilled in all modes of 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
<b>Assists students in the use of multimedia for completed projects.</b>	Library Media Specialist encourages students to use multimedia for completed projects and assists them when needed.	Library Media Specialist assists students in the use of multimedia for completed projects.	Library Media Specialist does not adequately assist students in the use of multimedia for completed projects.	Library Media Specialist does not assist students in the use of multimedia for completed 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
<b>Provides training to staff in use of new materials, technology, and equipment demonstrating practical applications for curriculum connections.</b>	Library Media Specialist regularly provides training to staff in use of new materials, technology, and equipment demonstrating practical applications for curriculum connections. She/he also provides on-going support for staff.	Library Media Specialist regularly provides training to staff in use of new materials, technology, and equipment, demonstrating practical applications for curriculum connections.	Library Media Specialist regularly provides training to staff in use of new materials, technology, and equipment demonstrating practical applications for curriculum connections. She/he also provides on-going support for staff.	Library Media Specialist does not provide training to staff in use of new materials, technology, and equipment, demonstrating practical applications for 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.

### Standard Three: Library Media Specialist Demonstrates Proficiency as Instructional Partner.

#### 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
<b>Possesses broad knowledge of the school curriculum and plans with teachers and administration for collection development supporting the academic and religious education curriculum.</b>	Library Media Specialist has a vast knowledge of the school curriculum and the role of the library media center in collecting materials to support the curriculum.	Library Media Specialist has a workable knowledge of the school curriculum and the role of the library media center in collecting materials to support the curriculum.	Library Media Specialist has some knowledge of the school curriculum and the role of the library media center in collecting materials to support the curriculum.	Library Media Specialist has little or no knowledge of the school curriculum and the role of the library media center in collecting materials to support the 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
<b>Exercises a leadership role and serves as a catalyst in ensuring the library media center is integral to the instructional program of the school.</b>	Library Media Specialist effectively serves as a catalyst in ensuring the library media center is an integral part of the instructional program of the school.	Library Media Specialist serves as a catalyst in ensuring the library media center is an integral part of the instructional program of the school.	Library Media Specialist sometimes serves as a catalyst in ensuring the library media center is an integral part of the instructional program of the school.	Library Media Specialist does not serve as a catalyst in ensuring the library media center is an integral part of the instructional program of the 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.

## Standard Three: Library Media Specialist Demonstrates Proficiency as Instructional Partner.

### 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
<b>Participates as a member of the instructional team(s) in curriculum development projects and plans regularly with teachers.</b>	Library Media Specialist always participates as a member of the instructional team(s) in curriculum development projects and regularly plans with teachers. Often the library media specialist initiates planning.	Library Media Specialist participates as a member of the instructional team(s) in curriculum development projects and regularly plans with teachers.	Library Media Specialist sometimes participates as a member of the instructional team(s) in curriculum development projects and sometimes plans with teachers.	Library Media Specialist does not participate as a member of the instructional team(s) in curriculum development projects nor plans regularly with teachers.

*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.

Demonstrator	Exemplary	Proficient	Improvement Needed	Unsatisfactory
<b>Provides the leadership and expertise for the incorporation of information and instructional technologies into the school curriculum.</b>	Library Media Specialist provides outstanding leadership and expertise for the incorporation of information and instructional technologies into the school curriculum.	Library Media Specialist provides the leadership and expertise needed for the incorporation of information and instructional technologies into the school curriculum.	Library Media Specialist provides some leadership and expertise needed for the incorporation of information and instructional technologies into the school curriculum.	Library Media Specialist does not provide the leadership or expertise needed for the incorporation of information and instructional technologies into the school 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
<b>Assists faculty in the selection of materials to supplement instruction.</b>	Library Media Specialist always assists faculty in the selection of materials to supplement instruction.	Library Media Specialist regularly assists faculty in the selection of materials to supplement instruction.	Library Media Specialist does not regularly assist faculty in the selection of materials to supplement instruction.	Library Media Specialist does not assist faculty in the selection of materials to supplement 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.

### Standard Three: Library Media Specialist Demonstrates Proficiency as Instructional Partner.

#### 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
<b>Supports classroom teachers as a consultant in the development of instructional units, activities, and curriculum with print and nonprint materials.</b>	Library Media Specialist actively supports classroom teachers as a consultant in the development of instructional units, activities, and curriculum with print and nonprint materials.	Library Media Specialist supports classroom teachers as a consultant in the development of instructional units, activities, and curriculum with print and nonprint materials.	Library Media Specialist gives minimal support to classroom teachers as a consultant in the development of instructional units, activities, and curriculum with print and nonprint materials.	Library Media Specialist does not support classroom teachers as a consultant in the development of instructional units, activities, and curriculum with print and nonprint 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
<b>Establishes positive rapport with staff and students.</b>	Library Media Specialist establishes and maintains positive rapport with staff and students.	Library Media Specialist establishes positive rapport with staff and students.	Library Media Specialist attempts to establish positive rapport with staff and students.	Library Media Specialist does not establish positive rapport 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
<b>Maintains effective communication with staff and students, e.g. informs faculty and students of new acquisitions and services.</b>	Library Media Specialist maintains excellent communication with staff and students, e.g. informs faculty and students of new acquisitions and services.	Library Media Specialist maintains effective communication with staff and students, e.g. informs faculty and students of new acquisitions and services.	Library Media Specialist maintains some communication with staff and students, e.g. informs faculty and students of new acquisitions and services.	Library Media Specialist does not maintain effective communication with staff and students, e.g. informs faculty and students of new acquisitions and 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.

**Standard Three: Library Media Specialist Demonstrates Proficiency as Instructional Partner.**

**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.**

<b>Demonstrator</b>	<b>Exemplary</b>	<b>Proficient</b>	<b>Improvement Needed</b>	<b>Unsatisfactory</b>
<b>Plans and implements a library media center program of library information literacy in collaboration with classroom teachers toward the achievement of academic expectations.</b>	Library Media Specialist plans and implements an outstanding library media center program of library information literacy in collaboration with classroom teachers toward the achievement of academic expectations.	Library Media Specialist plans and implements a library media center program of library information literacy in collaboration with classroom teachers toward the achievement of academic expectations.	Library Media Specialist ineffectively plans and implements a library media center program of library information literacy in collaboration with classroom teachers toward the achievement of academic expectations.	Library Media Specialist does not plan nor implement a library media center program of library information literacy in collaboration with classroom teachers toward the achievement of academic 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
<b>Chooses materials using selection tools, bibliographies, periodical reviews, workshop and professional judgment recommendations.</b>	Library Media Specialist chooses materials using selection tools. She/he is also used as a resource for other LMSs.	Library Media Specialist usually chooses materials using selection tools.	Library Media Specialist sometimes chooses materials using selection tools.	Library Media Specialist does not choose materials using selection tools.

*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
<b>Demonstrates competency in selection, acquisition, circulation, and maintenance of materials, technology, and equipment which support the school's curriculum and educational philosophy.</b>	Library Media Specialist always demonstrates competency in selection, acquisition, circulation, and maintenance of materials, technology, and equipment which support the school's curriculum and educational philosophy.	Library Media Specialist demonstrates competency in selection, acquisition, circulation, and maintenance of materials, technology, and equipment which support the school's curriculum and educational philosophy.	Library Media Specialist sometimes demonstrates competency in selection, acquisition, circulation, and maintenance of materials, technology, and equipment which support the school's curriculum and educational philosophy.	Library Media Specialist does not demonstrate competency in selection, acquisition, circulation, and maintenance of materials, technology, and equipment which support the school's curriculum and educational 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
<b>Maintains a professional collection.</b>	Library Media Specialist maintains an exemplary professional collection.	Library Media Specialist maintains a professional collection.	Library Media Specialist maintains a minimal professional collection.	Library Media Specialist does not maintain a professional 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
<b>Maintains flexible use of the library media center by individuals, small groups, and large groups for research, browsing, and recreational reading.</b>	Library Media Specialist always maintains the flexible use of the library media center by individuals, small groups, and large groups for research, browsing, and recreational reading.	Library Media Specialist maintains the flexible use of the library media center by individuals, small groups, and large groups for research, browsing, and recreational reading.	Library Media Specialist sometimes maintains the flexible use of the library media center by individuals, small groups, and large groups for research, browsing, and recreational reading.	Library Media Specialist does not maintain flexible use of the library media center.

*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
<b>Is available as a personal resource for all students and faculty.</b>	Library Media Specialist is always available as a personal resource for all students and faculty.	Library Media Specialist is available as a personal resource for all students and faculty.	Library Media Specialist is not regularly available as a personal resource for all students and faculty.	Library Media Specialist is not available as a personal resource for all 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
<b>Attends local professional growth activities and meetings.</b>	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
<b>Demonstrates commitment by belonging to professional library organizations and attending the meetings, workshops, conferences, and other activities related to the field.</b>	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.