Librarian Appraisal

Staff Member:  
Supervisor:  
Evaluation Date:  

To the appraiser: Under each librarian role there are indicators of effectiveness. The lists are not inclusive, but should be used as a general guide. Please provide brief comments in each box to elaborate.

Role: Teacher

Instruction and Technology Integration

*Librarian initiates collaboration with teachers to design and implement relevant, effective instruction that*

- aligns with TEKS
- addresses campus needs based on data analysis
- incorporates the inquiry process and promotes critical thinking
- guides students to use information efficiently and effectively
- promotes the responsible use of information and technology
- engages students with technology to communicate their new knowledge
- provides for frequent checks for student understanding

Highly effective ______  Effective ______  Ineffective ______

Reading Promotion

*Librarian promotes reading for pleasure and information*

- through a variety of activities
- continuously throughout school year/summer
- through guidance in reading selection
- by providing a variety of formats (digital & print)
- by providing a variety of genres to meet diverse needs and interests of students
- and assesses effectiveness of reading promotion activities to set goals for future programming
Highly effective _____  Effective _____  Ineffective _____

Role: Campus Leader

Professional Development

Librarian provides training for staff

- in formal and informal settings throughout the year
- in use of electronic resources including online databases and eBooks
- in use of technology tools
- in responsible use of information and technology
- and assesses effectiveness of training to set goals for future professional development

Highly effective _____  Effective _____  Ineffective _____

Professional Knowledge/Skills

Librarian regularly engages in professional development through

- attendance at all district sponsored librarian professional development meetings
- participation in a variety of professional development opportunities
- participation in professional organizations and conferences
- self-directed learning including analysis of current library trends

Highly effective _____  Effective _____  Ineffective _____
Role: Program Administrator

Advocacy and Outreach

*Librarian regularly communicates to the school community by*

- sharing data using communication tools such as newsletters and flyers regarding the impact of the library program
- maintaining a current library webpage with announcements of library programming and events
- preparing and displaying the Library Annual Report to assess the library program and set goals for future programming
- training parents and community members to access library resources

Highly effective ______  Effective ______  Ineffective ______

Collection Development/Program Management

*Librarian provides a relevant, current collection to meet the needs and interests of the school community by*

- analyzing the collection regularly
- consulting professional review sources
- spending budget allocations in a systematic and timely manner in order to meet deadlines
- following District policy regarding purchases and removal of materials that are no longer appropriate
- soliciting input from stakeholder groups regarding collection development
- soliciting and utilizing input from various stakeholders to assist in decision making regarding library program
- supervises adult and student assistants in respectful and effective manner (if applicable)

Highly effective ______  Effective ______  Ineffective ______
Library Environment

*Librarian ensures a welcoming library environment by*

- providing a clean, organized, inviting space for individuals, as well as large and small groups to participate in reading, collaborative, and instructional activities
- relating to students, staff, and community members in a positive manner
- consistently following campus discipline plan

Highly effective ______  Effective ______  Ineffective ______

_____________________________________________________    _____________________  

Date

_____________________________________________________    _____________________  

Date