

Morgan Hill Unified School District
Standards Checklist with Narrative Summary –Library Media Teacher

METHOD OF EVALUATION

- Administrative – Observation Dates: _____
- Partner/Peer – Observation Dates: _____
- Self – Evidence for Self-Evaluation: _____

NAME _____ ASSIGNMENT _____ DATE _____

SCHOOL/LOCATION _____ EVALUATOR _____

CERTIFICATED STATUS (Check One):

Permanent Temporary Probationary 1st Year 2nd Year 3rd Year

1 = Practice Does Not Meet Standard (<i>Unsuccessful on Continuum</i>)				
2 = Practice Partially Meets Standard (<i>Beginning/Needs Improvement on Continuum</i>)				
3 = Practice Meets Standard (<i>Successful on Continuum</i>)	1	2	3	4
4 = Practice Exceeds Standard (<i>Integrating/Exemplary or Innovating on Continuum</i>)				

1. Leadership

1.1 Shares in the leadership for curricular, instructional, and professional development of the school and district.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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2. Information-Seeking Expertise

2.1 Provides information-seeking expertise for the school and district.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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3. Reading Comprehension

3.1 Collaborates with other teachers to advance reading comprehension and foster a love of reading.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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4. Collaboration and Integration

4.1 Collaborates with other teachers and the community to integrate the best uses of information and communication technologies into the curriculum and instruction.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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5. Information Technology

5.1 Collaborates with other teachers and the community to integrate the best uses of information and communication technologies into the curriculum and instruction.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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6. School Library Media Program

6.1 Administers the school library media program.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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7. Library Collection

7.1 Develops a library collection that supports the school's curriculum and state content standards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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8. Management of Information Resources

8.1 Manages the school library information resources.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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9. Library Facility

9.1 Designs an accessible, efficient, and inviting facility for student learning.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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10. Library Program

10.1 Plans and evaluates the school library media program.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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11. Professional Growth

11.1 Participates in and seeks out professional growth and learning opportunities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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12. Fulfilling Professional Responsibilities

12.1 Establishing and maintaining effective relationships with those contacted in the course of work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.2 Complying with established site, district, and state regulations, rules, policies, contracts, and laws	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.3 Fulfilling assigned reports and duties	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

NARRATIVE SUMMARY: (attach additional sheets or type into the document) Should include the following:

1. If any elements checked "4 Exceeds Standards", specific commendations relative to the standards may be included.
2. Comments pertaining to progress toward professional goal(s).
3. If any elements checked 1 "Unsuccessful" or 2 "Beginning/Needs Improvement", specific recommendations for improvement for each area of deficiency need to be listed.
4. For a unit member with an overall rating below "Successful", a remediation plan, aligned with the Narrative Summary, needs to be written with suggestions for remediation in the specific areas of deficiency, recommended support through the upcoming evaluation cycle, and realistic timelines for improving in each area of deficiency.

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OVERALL EVALUATION RATING

- Does Not Meet Standards (*Unsuccessful on Continuum*)
- Partially Meets Standards (*Beginning/Needs Improvement on Continuum*)
- Meets Standards (*Successful on Continuum*)
- Exceeds Standards (*Integrating/Exemplary or Innovating on Continuum*)

EVALUATEE SIGNATURE

DATE

EVALUATOR SIGNATURE

DATE

This signature will be considered an acknowledgement of having read and discussed this form, not an agreement with the content. Unit members who have an overall evaluation lower than "successful" are encouraged to invite a MHFT representative to the summary evaluation conference in order to review the remediation plan contained in the summary.