__Criteria for the Evaluation of School Library Support Performance__

HORIZON SCHOOL DIVISION NO. 67

Employee Evaluation: School Library Support

SECTION ONE

Introduction

Name _____

Start Date for Current Position _____

Evaluator _____

Date _____

Reason for evaluation:

☐ Employee request

☐ To determine if newly promoted employee meets standards

☐ Employee has not developed and implemented a Growth Plan

☐ Employee may not be meeting the School Library Support Performance Areas

☐ 120 Days Probationary evaluation process for employees new to the division (120 Days Worked)

☐ Other (Please Indicate) _____

SECTION TWO

School Library Support – Quality Standards

Within the expectations of the School Library Support position, the employee will be evaluated within four performance areas: Organization and Preparation; Interpersonal Skills and Professional Attributes; Supporting School Operations, and Supporting the Learning Community.

- All areas should be marked as proficient, needs improvement, or not applicable. For the purposes of this form, "proficient" describes job performance that meets the <u>minimum</u> standard of performance in each area. "needs improvement" describes job performance that does not meet the acceptable standard in an area

- All marked "needs improvement" must be accompanied by supporting documentation (i.e. anecdotal comments).

This document sets out PERFORMANCE AREAS. The KEY INDICATORS for each performance area identify the activities that school library support undertake as they go through their day-to-day work. The DESCRIPTORS support the key indicators, though evidence of all descriptors would not be expected at all times.

PERFORMANCE AREA: ORGANIZATION AND PREPARATION

KEY INDICATOR: The School Library Support person demonstrates evidence of effective organization and preparation

DESCRIPTORS:	Proficient	Needs Improvement	Not Applicable
Arrives on time and is prepared.	☐	☐	☐
Models and utilizes time management skills.	☐	☐	☐
Uses time effectively (includes attendance, punctuality, setting of priorities, keeping to schedules).	☐	☐	☐
Works in an efficient manner.	☐	☐	☐
Provides support and assistance to administrative staff and student(s).	☐	☐	☐
Performs other related duties as required by the school principal or designate.	☐	☐	☐

PERFORMANCE AREA: INTERPERSONAL SKILLS AND PROFESSIONAL ATTRIBUTES

KEY INDICATOR: The School Library Support person demonstrates effective interpersonal skills and professional attributes.

DESCRIPTORS:	Proficient	Needs Improvement	Not Applicable
Respects the dignity and rights of students, parents/guardians, staff and others.	☐	☐	☐
Responds to student, parent, staff, and school community enquires in a professional, supportive way.	☐	☐	☐
Informs students, parents, and school community of school events as directed.	☐	☐	☐
Demonstrates excellent communication skills both in written and oral format.	☐	☐	☐
Maintains a high standard of confidentiality related to Division matters and student and staff personal information.	☐	☐	☐
Communicates through proper channels.	☐	☐	☐
Has proven public relations skills and demonstrated ability in promoting and maintaining effective working relations with public, student(s), school and division staff.	☐	☐	☐
Demonstrates the ability to be flexible	☐	☐	☐
Maintains professional space and proper etiquette.	☐	☐	☐
Maintains appropriate personal hygiene and appearance.	☐	☐	☐
Participates in staff professional development days, training or seminars as required.	☐	☐	☐
Takes initiative (self-directed, takes charge of assigned tasks, requires minimum supervision).	☐	☐	☐
Maintains currency in technology	☐	☐	☐
Continues to improve his/her effectiveness, expertise and job related skills	☐	☐	☐

PERFORMANCE AREA: SUPPORTING SCHOOL OPERATION

KEY INDICATOR: The School Library Support person demonstrates the skills to effectively support school operations

DESCRIPTORS:	Proficient	Needs Improvement	Not Applicable
• Provides efficient and timely organization, circulation and maintenance of learning commons resources.	☐	☐	☐
• Assisting with school library budget where required	☐	☐	☐
• Acts as the liaison between the school and learning commons.	☐	☐	☐
• Acquires and evaluates information resources in all formats	☐	☐	☐
• Organizes and maintains the learning commons collection (equipment and materials) through standard cataloguing practices and systems.	☐	☐	☐
• Maintains an inventory of all materials and equipment	☐	☐	☐
• Maintaining school accounts regarding loaning of textbooks, assistive technologies, and other resources	☐	☐	☐
• Liaising with other libraries and agencies to obtain information not available from the school's collection and ensure that these materials are returned	☐	☐	☐
• Scheduling library and community use bookings as required	☐	☐	☐
• Maintains school website and/or school newsletters.	☐	☐	☐

PERFORMANCE AREA: SUPPORTING THE LEARNING COMMUNITY

KEY INDICATOR: The School Library Support person demonstrates the skills to effectively support the learning community

DESCRIPTORS:	Proficient	Needs Improvement	Not Applicable
• Ensures a professional and welcoming learning commons environment	☐	☐	☐
• Models appropriate behavior.	☐	☐	☐
• Provides learning commons programming such as orientation, storytelling, book talks and educational technology	☐	☐	☐
• Promotes the learning commons program through the creation of displays, author visits, book fairs and other events.	☐	☐	☐
• Models strategies for locating, accessing and evaluating information.	☐	☐	☐
• Providing service to staff and students, assisting them in the selection of materials suited to their needs and abilities	☐	☐	☐
• Assists teachers and students in the use of educational technology.	☐	☐	☐
• Assists teachers to help develop students research skills	☐	☐	☐
• Promoting literacy with staff and students	☐	☐	☐

ADDITIONAL DUTIES AND EMPLOYEE'S CONTRIBUTIONS TO THE SCHOOL DIVISION THAT ARE GENERALLY BEYOND THE JOB DESCRIPTION

COMMENTS:

DECISION

☐   Completed probationary process. Overall is meeting the expected performance areas.
☐   Recommendation for termination

EVALUATOR'S COMMENTS

_____   _____
Support Staff Signature   Date
(acknowledging receipt of report)

_____   _____
Support Staff Supervisor Signature   Date

_____   _____
School Administrator/Facility Supervisor Signature   Date

- Original copy goes to Human Resources for employee's file
- Copy to Employee
- Copy to Principal or Supervisor